

# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

(Formerly University College of Engineering, Burla)

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: [www.vssut.ac.in](http://www.vssut.ac.in)



## Quotation document for supply of instruments for Environmental Engg. Laboratory of Civil Engineering Department of the University

Quotation Call Notice No. VSSUT/ CIVIL/Env.Engg/ 10060

Date.13.11.2014

### **Submitted by**

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Last Date and Time of Submission of : 29.11.2014 by 12 Noon

Quotations

Cost of Quotation Documents : Rs.200.00 (Rupees two hundred only)

The Document is prepared by VSSUT, Burla. It should not be reused or copied or used either in partially or fully in any form. The information provided by the bidders in response to this quotation document will become the property of VSSUT, Burla and will not be returned.

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Quotation Call Notice No. VSSUT/ CIVIL/ Env.Engg /10060

Date:13.11.2014

**Instruments needed for Environmental Engineering Laboratory**

Sealed quotations are invited from the intending reputed Original Equipment Manufacturers/Direct importers/Registered Authorized Dealers having up to date VAT/IT clearance for supply of **UV VIS- Spectrophotometer** for Environmental Engineering Laboratory of Civil Engg Department of VSSUT, Burla. Detailed information and the quotation document are available in the University website [www.vssut.ac.in](http://www.vssut.ac.in).

Sd/-

**Comptroller of Finance**

Memo No. VSSUT/CIVIL/Env. Engg/10061(8)

Dated.13.11.2014

Copy forwarded to:

- 1) University notice board
- 2) Notice boards of SU(Jyoti Vihar), Burla, VSS Medical College, Burla & NAC office, Burla for wide circulation.
- 3) Prof. In-charge, University website with a request to hoist the Notice in the University website for wide publicity.
- 4) PA to VC/Registrar/SO Accounts/HOD (Civil Engg.) for information & necessary action.

**Comptroller of Finance**

**GUIDE LINES, TERMS AND CONDITIONS**

1. The bidder shall furnish an unconditional acceptance of all the terms and conditions of this quotation call document. The quotations without such certificate shall be liable for rejection. No correspondence will be entertained from the bidder on this subject.
2. The person signing the quotation or other documents shall indicate his full name below his signature and must specify whether he has signed as:
  - a. Sole Proprietor
  - b. Partner, in the case of Partnership firm (Who is empowered to sign such quotations, enter into agreement).
  - c. Director, in the case of a company, incorporated under the Indian Companies Act and duly authorized by the Board of Directors for the purpose.
  - d. Holder of Power of Attorney or authorized signatory
3. **Eligibility of the Bidder:** The bidder should meet the following criteria.
  - a. The bidder should be Original Equipment Manufacturer (OEM) or Business partner/registered authorized dealer/direct importer of the Original Equipment Manufacturer. The bidder should provide supporting Manufacturer's Authorisation certificate in this regard.
  - b. The bidder should have large support network, with presence across Odisha.
  - c. The bidder shall have sufficient experience as on bid calling date in supply of the equipments in corporate/Govt./other Academic Institution or Public Sector in India.
  - d. The Bidder's key technical engineers should have OEM certifications to demonstrate and maintain the instrument quoted by the Bidder. The qualification and experience of key personnel should be provided who will look after this project.
  - e. The bidder should be a VAT registered company and profit making for the last three years.
4. **Cost of quotation documents:** The cost of quotation documents is Rs.200.00 (Rupees two hundred only) (Non-refundable). The quotation documents can be downloaded from the University website [www.vssut.ac.in](http://www.vssut.ac.in). A bank draft towards the cost of quotation documents drawn in favor of ***"The Comptroller of Finance, Veer Surendra Sai***

**University of Technology, Burla” payable at SBI, Burla** must be submitted along with quotation.

5. **Earnest Money Deposit (EMD):** A bank draft towards EMD for the amount of Rs.5,000.00 (Rupees five Thousands Only) drawn in favor of **“The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla** must be submitted. The EMD will not carry any interest.(Quotation without EMD & cost of quotation will not be taken into consideration).

**Submission of quotation and Documents Required**

6. This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both sides of the A4 size paper sheet).
7. The completed document must reach to “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla, PO. Burla, Dist. Sambalpur-768018 (Odisha)” by the last date of submission i.e. **29<sup>th</sup> November 2014 by 12 Noon** under a sealed cover by **REGISTERED/SPEED POST** only. The quotations received after the due date & time is liable to be rejected. Quotation by FAX/ e-mail or any other media will not be entertained.
8. The envelope containing the quotation must be super-scribed as **“QUOTATION FOR ENVIRONMENTAL ENGG. LABORATORY”** with due date & time of submission.
9. The University is not responsible for delay, loss or non receipt of quotation documents sent by the post.
10. The quotation should contain the following documents.
  - a. This quotation document signed on each page by the authorized signatory of the bidder.
  - b. Detail Name & address with Phone no./FAX No., e-mail ID of the contact person.
  - c. Bank draft towards EMD.
  - d. Bank draft (Non-refundable) towards the cost of quotation documents.
  - e. Self attested copies of Certificates of registration for VAT, sales tax & service tax etc., issued by appropriate government authority for the required services with seal of the quotationer.
  - f. Self attested copies of VAT clearance certificate/IT return/service tax clearance certificate.

- g. One affidavit from a notary that the firm has never been black listed.
  - h. Documentary evidences/ technical literature/catalogues in original for the model.
  - i. List of Clients in India and documents related to experience of the bidder.
  - j. Other documents in support of the eligibility of the bidder as mentioned above.
  - k. **Information regarding deviations in specifications if any**, must be attached separately.
11. The quotation document is not transferable. The quotations submitted by the bidder in their own proforma shall not be accepted. **Price bid must be filled up using ink/ball-point pen only.** However, information sheet of the bidder & undertaking can be typed & attached separately as per the proforma given.
12. It may be noted that one agency cannot represent or quote on behalf of more than one dealer in the particular quotation. Such quotations if received will not be considered.

**Price and its Validity**

13. The quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees **(Please quote price in Format enclosed as annexure-A).**
14. The quoted price must be inclusive of freight, packing, forwarding, transit insurance etc. for delivery at site. The installation, commissioning and demonstration shall be at the supplier cost.
15. The bidder shall also indicate the applicable prevailing VAT.
16. The quotation and the quoted prices shall be valid for 90 days from the date of submission of the quotation.
17. Prices will be quoted on F.O.B. as well as estimated CIP Burla basis for imported goods, Indian Agency commission/rebate payable to Indian Agent, if any, shall be shown separately and that will be payable in equivalent rupee directly to Indian Agent .The Indian Agency commission will be calculated on the exchange rate prevailing on the day of negotiation of L/C. The Quotationer must quote the taxes levied, if any, on the Indian Agency commission. The supplier shall be responsible to get the goods air – freighted/sea freighted & air insured/marine insured up to the Institute. **(Please quote price in Format enclosed as annexure-B.** Quotations of imported instruments must be made in foreign currency as well as in Indian rupees )

**Evaluation and Award of Contact**

18. The University will evaluate the technical & financial aspects of the quotations. The University shall consider placement of orders for commercial supplies only on those

- eligible bidder whose offers are found to be technically, commercially and financially acceptable and who have accepted the terms and conditions as stipulated in this quotation document.
19. On all the matters relating to this quotation call document, the decision of the University shall be final and binding and the same cannot be referred to the court of law. The University reserves the right to reject any or all of the quotations without assigning any reason what so ever.
  20. The University reserves the right to call the bidders and to conduct negotiations, if necessary and has the right to select more than one bidder for one or more items at its discretion.
  21. Any deviation in technical specifications shall not be entertained ordinarily. The University reserves the right to modify the specifications during the execution stage of the purchase process. Wherever the technical specifications of items are changed either at the University request or at Bidder's request, revised price will be fixed, if necessary, by negotiations and as agreed upon by both parties.
  22. The University reserves the right to order all or part or none of the items and/or services given in this document.
  23. The quantities in the schedule may be increased or decreased to any extent depending upon the actual requirement.
  24. The supplier shall **quote for the latest model of their equipments** only.
  25. Unless otherwise specified in the order, the order price shall remain firm and will not be subject to escalation of any description during the pendency of the order, notwithstanding the change in the cost of materials, labour and/or variations in the taxes, duties and other levies on raw materials and components may take place while the order is under execution even if the execution of the order is delayed beyond the completion date specified in the order for any reason whatsoever.
  26. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the guidelines, terms and conditions mentioned in this quotation document.
  27. The supplier shall not assign or makeover the contract, the benefit or burden thereof to any other person or persons or body corporate. The supplier shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

**Delivery Period**

- 28. All the instruments are to be door-delivered to the University within 90 days of the issue of the purchase order. In case the supplier fails to deliver the goods within the due period, the University reserves the right to cancel the purchase order and to place orders with other firms without assigning any reason thereof.
- 29. The supplier must supply all ordered items at a time. Part supplies are not acceptable and will not be entertained on any account. Any loss or damage during transit will be replaced at the cost of supplier.

**Installation and Demonstration**

- 30. The supplier shall be liable to complete all installation and demonstration of the instruments at the site within 30 days from the date of receipt. All packing must be opened at the site and be handed over to the consignee, at the supplier's cost.
- 31. If the supplier does not complete the supply, installation and successful demonstration of the all the instruments within the stipulated date, it shall be open to the University to cancel the purchase order.

**Warranty**

- 32. The instruments supplied will be under warranty for a period of 3 years from the date of installation and demonstration. Free replacement of faulty parts including free technical support/version up-gradation shall be provided during the warranty period. Warranty Certificate shall be submitted at the time of delivery.

**Services**

- 33. The supplier shall have a service support base and shall submit full detail address with phone no., fax no. and e-mail ID of the contact person for after sale service. The manufacturer or their Indian representative will ensure proper after sales service, against the guarantee/warranty clause as per terms and conditions agreed under negotiations, would be provided to our University without fail. Any negligence on this account shall be the sole responsibility of the vendor/their agent and the liability for compensation will be fixed up by the Comptroller of Finance, VSSUT, Burla.
- 34. The supplier is required to take care of change in technology and supply the higher version of the instruments available at the time of delivery at the same total cost as per the order. The operating manuals in original must be supplied at the time of delivery of the instruments.

### **Billing and Payment**

35. The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
36. The supplier must submit valid and up-to-date VATCC and copy of IT return along with the bill before release of payment.
37. The University will make payments through account payee cheque drawn on SBI Burla, in Indian Rupees. No interest on any deferred claim arising out of this purchase shall be payable in any case whatsoever. No payment will be made for instruments rejected at site during demonstration.
38. The prices charged by the supplier for instruments delivered and services performed under the contract shall not be higher from the prices quoted by the supplier in this quotation.
39. The 90% of the billed amount will be released only if the instruments have been received in good conditions and successfully demonstrated as per the specifications.
40. The balance 10% will be released after 30 days of the satisfactory on site performance from the final date of demonstration of all the instruments against performance security valid till the date of the warranty period. All payments will be released based on separate invoices submitted to the university by the supplier. The supplier shall submit the bills in triplicate on printed forms only for the release of the balance 10% amount to the University.
41. **Payment Terms for imported instruments:-**

In case of imported instruments, the payment schedule will be as follows.

A - 75% against shipment

B - 25% against satisfactory demonstration & performance security

The mode of payment will be through irrevocable letter of credit. However, Indian Agency Commission or Technical Services charges would be paid in Indian rupee after satisfactory receipt & installation of goods at site. Indian Agency Commission should be declared in the price bid. If Indian agency commission is not mentioned in the price bid no claim for it shall be admissible afterward.

### **Performance Security**

42. The supplier shall submit a performance security for 10% of the purchase order value in the form of bank guarantee to cover the entire period of warranty. Performance security



will be released only after successful completion of the warranty. The performance Security will not bear any interest.

**Other terms and conditions**

43. The University reserves the right to cancel the purchase order if the instruments supplied fail to meet the specification mentioned within the terms and conditions of this quotation call document. The University shall not be held responsible for any loss or damage suffered by the bidder as a result of the cancellation of the purchase order.
44. The University may cancel the order if it is found that the agency is black listed on previous occasions by any of the departments/ institutions/ local bodies etc.
45. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.

**DELIVERY AS WELL AS BILLING ADDRESS**

**THE COMPTROLLER OF FINANCE,  
VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA  
BURLA-768018  
DIST. SAMBALPUR (ODISHA)**

**Table-1 INFORMATION SHEET OF BIDDER**

S/L	Description	To be filled in by the supplier
1	Name of the Supplier:- Dealer/ OEM/Agency	
2	Address with Phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Name of the OEM( Brand)	
5	Quoted Model No.	
6	Certificate w.r.t. Authorized dealer	
7	Details of Bank Draft towards the cost of quotation documents	
8	Details of Bank Draft towards EMD	
9	VAT registration details	
10	Experience Details	

DECLARATION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the quotation is liable to be rejected.



## **UNDERTAKING BY THE BIDDER**

To  
The Comptroller of Finance,  
Veer Surendra Sai University of Technology,  
Burla-768018.  
Dist Sambalpur, Odisha

***Subject: Quotation for "Supply of UV VIS- Spectrophotometer for Environmental Engg. Laboratory of Civil Engineering Department".***

Dear Sir,

1. We have studied the full contents of the quotation call document and agree to quote by the guidelines, terms and conditions laid in this quotation document.
2. We enclose all the sheets of this quotation call document duly signed by us on every page, as a token of accepting all the guidelines, terms and conditions laid in this quotation document.
3. In case of non- observance of any of the guidelines, terms and conditions mentioned in this quotation document by us, we understand that our quotation/purchase order (as the case may be) may be cancelled.
4. We warrant that the instruments supplied under this contract are new, unused, of the most recent or current models, and they incorporate all recent improvements in design and materials and all the services configured shall render trouble free function.
5. We hereby agree to supply the equipments as per the terms and conditions of this quotation call document if we are offered to execute the contract.

Dated:

Signature of

In capacity of

Duly authorized to sign the quotation for and on behalf of

Name and Address of the authorized Signatory

Signature.

Date:.

**Table-2: DESIRED SPECIFICATIONS OF THE INSTRUMENT**

**Name :Micro Controller Based UV VIS- Spectrophotometer - 1 No**

Model:                      Make:

Dimensions :            x            x            mm (width x height x depth)

Measuring principle Lamp: Single beam technology Xenon;  
Wavelength range (accuracy): 190 to 1100 nm; Spectral bandwidth: 4 nm; Photometric accuracy: 0.003A from 0 - 0.3A, 1% from 0.3 - 3A; Absorbance Resolution:0.001 A; Absorbance accuracy: 0.003A at <0.600A, 0.5 % of the reading for 0.600 < A > 2.000; Display: Graphic display with background lighting; Scan: Scans in 1 nm increments with free selectable wavelength range; Types of determination: Absorbance, Concentration, Transmission, Multiwavelength, Spectrum Scan, Kinetic; Type Of Cuvettes: 10mm ,20mm,50mm,16mm ( No Adapter should be necessary )

No Of Test Methods Programmed: \_\_\_\_\_methods        \_\_\_\_\_ Parameters - \_\_\_\_\_Tests

Memory Results: 1000 Data Sets (20 Spectra & 20 Kinetic Measurements)

Interfaces: Parallel for Printer, Serial RS232 for PC, 2 USB ports

Bar Code Reading System: Cell Tests & Reagent Tests with Auto Selector

Methods: Minimum 100 User Defined Methods with FREE Upgrade from Internet

Quality Control: Enhanced supported AQA - Analytical Quality Control, GLP Conform, Password Protection ,User Log On

Data storage: 1000 single measured values; 4 MB for scans and kinetics, i.e. approx. 100 scans (300 - 900 nm) and 400 kinetic curves with 150 single values each

User Management: Can Be Switched ON & Off; User Accounts: 3 Hierarchical Levels (Administrator ,User ,Guest); Password Protection: For Administrator & Users; Languages: English; Communication Interface: 1 USB-A, 1 USB-B, 1 RS 232; Protection class :IP 31 and drain device for spilled cell contents

Power supply : INDIA specific power supply; length of the connection cable: 2.5 m; Power requirements : 100 - 240 V~ / 50 - 60 Hz / 0.75 A; Temperature Operating: +10°C to + 35°C; Storage: -25°C to + 55°C

Allowable relative humidity :Annual mean: < 75 %; 30 days / year: 95 %; other days: 85 %

Including support for IQ, OQ, PQ, customized training programs, support in terms of installation & basic operational training.

**NOTE - Deviations from the specifications stated above, if any (Please mention below)**

### **A . Price Bid Proforma for INR**

Name of the OEM/Business Partner of OEM:

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Sl. No.	Name of the Instrument with Specifications	Micro Controller Based UV VIS-Spectrophotometer - 1 No (As per Table-2)
01	(A1) Base Price/Unit	
02	(A2) VAT @	
03	(A3) Freight Charge (if any)	
04	(A4) Any Other (If any, Mention Details)	
05	(A ) Total= A1+A2+A3+A4 in INR	
06	IN WORDS	

- Note: Taxes like VAT, Freight and or other taxes/ Charges, if any applicable must be explicitly mentioned in this price schedule. Any type of correction/ addition in price schedule shall not be permissible.
- Make & Model No must be mentioned in the space provided.

## **B. Price Bid Proforma for Foreign Currency**

Name of the OEM/Business Partner of OEM:	
EQUIPMENT Name:	Micro Controller Based UV VIS- Spectrophotometer - 1 No(As per Table-2)
Make & Model No.	
Quoted FOB PRICE: SGD/JPY/Euro/USD/YEN	
Less Indian Agency Commission	
Net FOB Value	
Add Freight & Insurance	
Total CIP / CIF	
* Custom Duty	
* Clearance Charges	
* Add Indian Agency Commission	
Total Cost of Equipment + Custom & Clearance per Unit	
Total Cost of Equipment + Custom & Clearance for 20 Nos	
NOTE:- (*) Conditions applied.	
* <b>Custom Duty</b> will be paid on actual or Quoted rate, whichever is less.	
* <b>Clearance Charges</b> will be paid on actual or maximum @ 1% of FOB Price, whichever is less.	
* <b>Indian Agency Commission</b> will be paid on basis of the conversion rate on date of Negotiation of LC or of the date of Payment of IAC, whichever is less. No Taxes will be paid on IAC.	