



**Department of Materials and Metallurgical Engineering
PEC University of Technology, Sector-12, Chandigarh**

To

The PEC University of Technology Chandigarh proposes to procure equipment and installation thereof for Materials & Metallurgical Engineering Department. The Department is looking for vendors who have experience in supplying following equipment.

S. No.	Name of the Item	Technical Specifications & Tender launch Date	Mode
1.	Microwave drying unit	Available at www.pec.ac.in from 2 nd May, 2017	Shopping

Sealed quotation should be submitted clearly specifying the Item name and Name of Indenting Department. **The quotation should be sealed in a bigger envelope with all address and item details; containing separate envelope of Technical and Financial Bid for the item. The EMD (where ever necessary) should be the part of Technical Bid envelope otherwise the quote will be disqualified.**

Schedules for Invitation of quotation:

- A) Last date and time for receipt of tender: 29-05-2017 up to 5:00PM
- B) Place, Time and Date of opening of Technical and Financial bids:
 Place: Seminar Hall, Department of Materials & Metallurgical Engineering,
 PEC University of Technology, Sector-12, Chandigarh-160012
 Opening of Technical Bid: Time & Date: 30-05-2017 at 11:00 A.M.
 Opening of Financial Bid: Time & Date: 08-06-2017 at 11:00 A.M.
- C) Address at which tender is to be submitted:
 Department of Materials & Metallurgical Engineering,
 PEC University of Technology, Sector 12, Chandigarh-160012

Dr. Uma Batra
HOD, MMED

4. Microwave drying unit

Department : Materials & Metallurgical Engg.
Project : **Transparent Ceramic Materials & Technology**
PI : **Dr. JD Sharma**

ITEM NO - 4

Note: Table 2 to be filled for each item separately.

Sr. No.	Field Name	Field Description	Data
1	Package Name	Microwave drying unit	
2	Justification	It is used for drying and heating purposes.	
3	Category	Goods	
4	Sub-Category	Equipment	
5	Activity	The purchase is a part of non- recurring budget of the project funded by MHRD under National Initiative for setting up DIC for the subtheme "Transparent Ceramic Materials and Technology".	
6	Is Proprietary	No	
7	Through DGS & D	No	
8	Estimated Financial Sanction Date	22/11/2016	
9.	Revision Comments	-	
10.	Revision Requested By	-	
11.	Revision Approved By	-	

Table 2 (Item Details)

Sr. No.	Field Name	Field Description	Sample Data
1	Item Name/ Works	Microwave drying unit	
2	Description of works / Brief specifications of the item	It is used for drying and heating purposes. Capacity – 30 liters Power Consumption : 1-2kW	
3	Quantity	01	
4	Est. Cost Per Unit	Estimated Cost Per Unit	₹ 30,000/-
5	Estimated Cost	Quantity * Est. Cost Per Unit.	₹ 30,000/-
6	Procuring Department	Materials and Metallurgical Engg. Department, PEC Univ. Of Technology, Sector – 12, Chandigarh.	

Shopping Goods / Direct Contracting

Fill the fields

Sr.	Field Name	Field Description	Actual Data
1	Quotation Validity	Enter the number of days for which Quotation required to be Validity.	55 days
2	Last Date & Time of Submission	Enter the date and time by which quotation should be submitted. Date format is DD/MM/YYYY and time format is HH:MM, 24 hrs format.	29/05/2017 17:00 hrs
3	Training Clause	Enter the training requirement, if any. Else enter NA.	Yes
4	Testing/Installation	Enter the testing/installation requirement, if any. Else enter NA.	Yes
5	Warranty	Enter the warranty period in months. It should not be less than 6 months. In-case of no warranty enter NA.	12 Months
6	AMC	Mention whether AMC is applicable Yes/ No or enter the AMC amount.	2 years after expiry of warranty

Enter Item Details

Sr.	Field Name	Field Description
1	Is Training Required	Yes
2	Is Installation Required	Yes
3	Delivery Period	90 days
4	Specifications	In Detail (Annexure attached)
5	Place Of Delivery	Lab assigned in Materials and Metallurgical Engg. Department, PEC Univ. Of Technology, Sector – 12, Chandigarh.
6	Installation Requirements (If Any)	-

Annexure IV

Specifications of Microwave Drying Unit

Power Supply	230V~50 Hz
Type of unit	MW Heating with convection based drying
Power Consumption (Microwave)	1kW-2kW
Rated Microwave Output	900 W(minimum)
Capacity	Min 25 litre
Control	Soft/one touch control
Door opening	Side Swing
Maximum Drying Time	60 min(Minimum in single step)
Chamber	Powder coated or stainless steel

SECTION-I

1. Invitation for Bids

- 1.1 The PEC University of Technology Chandigarh proposes to procure **equipment and installation thereof for Materials & Metallurgical Engineering Department**, PEC University of Technology Chandigarh. The PEC University of Technology is looking for vendors who have experience in supplying above type of equipment.
- 1.2 Tenderer is advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
- 1.3 Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section-II should be submitted to Head, Materials & Metallurgical Engineering Department, PEC University of Technology, Sector - 12, Chandigarh, not later than the date and time laid down, at the address given in the schedule for invitation to tender under Clause **1.12** of Section I.
- 1.4 No EMD is required with the bid.
- 1.5 This tender document is not transferable. The categories of items and quantity indicated in the Tender Document are tentative, PEC reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the Department/University without assigning any reasons.
- 1.6 The tenderer should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable.
- 1.7 The tender should be submitted in two covers system i.e. **A and B**. There should be proper indication of the contents on each envelope as indicated in clause 1.1 of section -II.
- 1.8 **The drafts of earnest money must be in a separate sealed envelope indicating the amount, tender Notice Number and due date enclosed with the bid.**
- 1.9 The tenderer are required to quote in Indian Currency only.
- 1.10 The tenders will be opened on the date and time indicated in the presence of tenderers, if any, present on the occasion. If the date of opening is declared to be a holiday the tenders will be opened on the next working day.
- 1.11 Payment of bill will be made to the supplier directly to firm's bank a/c, for this purpose, name of the bank, firm's bank a/c no., IFSC code & firm's PAN No. Are required.
- 1.12 **Schedules for Invitation to Tender**

A) Address at which tender is to be submitted:

**Department of Materials & Metallurgical Engineering,
PEC University of Technology, Sector12, Chandigarh-160012**

B) Last date and time for receipt of tender: **29-05-2017 up to 5:00PM**

C) Place, Time and Date of opening of Technical and Financial bids:

Place: Seminar Hall, Department of Materials & Metallurgical Engineering, PEC University of Technology, Sector-12, Chandigarh-160012

Opening of Technical Bid: Time & Date: 30-05-2017 at 11:00 A.M.

Opening of Financial Bid: Time & Date: 08-06-2017 at 11:00 A.M.

D) Validity of tender: 55 days from the opening of technical bid. Installation of whole equipment will be within 8 weeks after the allotment of tender.

E) PEC University of Technology, Chandigarh shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

SECTION – II

1. Procedure for submission of Bids:

- 1.1 It is proposed to have a Two Cover System for this tender **a) Technical Bid in one cover. b) Financial bid in one cover mentioning the date of opening and name of the equipment.**
- 1.2 Technical Bid consisting of all technical details along with terms and conditions of the Tender should be covered in a separate sealed cover superscribing the wordings “Technical Bid”.
- 1.3 Financial Bid indicating item wise prices for the items mentioned in technical bid of the Tender should be covered in a separate sealed cover superscribing the wordings “Financial Bid”. Financial Bid should only indicate prices.
- 1.4 The Earnest Money/bid security is to be paid by the Demand Draft, the draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date enclosed with the bid.
- 1.5 All the three documents viz. Technical Bid Cover, Financial Bid Cover and earnest money prepared as above are to be kept in a single sealed cover superscribed with **“Tender for purchasing equipment in Department of Materials & Metallurgical Engineering for DIC Project”**.
- 1.6 The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared “late”.

2. Cost of Tender

The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and the client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

3. Clarification of Tender Document

A prospective tenderer requiring any clarification of the Tender Document may notify the client in writing at the Client’s mailing address indicated in Clause **1.12 of Section I**.

The Client will respond in writing to any request for clarification of the Tender Document, received not later than 07 working days prior to the last date for the receipt of bids prescribed by the Client.

4. Amendment of Tender Document

- 4.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.
- 4.2 The amendment will be notified on the website of the university www.pec.ac.in.
- 4.3 In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the Client, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. Documents comprising the Bids

6.1 The Bids prepared by the Tenderers shall comprise of following components:

a) Technical Bid shall consist of the following:-

- (i) Technical Bid furnished giving compliance with specifications of the tender.
- (ii) Technical literature for each product/service, covering full technical specifications.
- (iii) No EMD

b) Financial Bid consisting of the following: -

- (i) Bid prices duly filled signed and complete as per the format below.
- (ii) Maximum educational discounts which could be offered should be mentioned.

Financial Bid format

Basic cost including necessary accessories for working/operation of the equipment

Item (Including Installation)	Basic Price	Duties, Sales and Service Taxes etc. if any	Total Cost(Inclusive Of service, Sales Tax etc.)and shipment cost if any

Additional accessories as per tender documents or suggested accessories

Item (Including Installation)	Basic Price	Duties, Sales and Service Taxes etc. if any	Total Cost(Inclusive Of service, Sales Tax etc.)and shipment cost if any

GENERAL TERMS AND CONDITIONS

1. Rates should be quoted for PEC University of Technology, Sector- 12, Chandigarh and should include all freight charges, postage, packing, cartage duties etc. Sales tax to be indicated separately.
2. Conditional quotations will be rejected summarily without any intimation. Therefore, no extra condition should be inserted in the quotations.
3. No EMD is required with the bid.
4. The rates quoted should be valid for a period of 180 days from the date of opening of quotation. The quantities of items given in the lists are tentative and can vary upon actual requirement.
5. No revision of rates will be allowed except taxes/charges levied by the central/state govt. by duly notified only.
6. No advance payment will be made. Payment will be released after satisfactory receipt of goods/material and demonstration/ installation and production of bill (in duplicate) in name of Director PEC University of Technology, Chandigarh.
7. Firm who have been blacklisted by Central/ State Govt. / UT Govt. Authority/PEC University of Technology are not eligible to quote.
8. The material should be supplied and installed within **8 weeks** of the purchase order failing which penalty @ 0.5% per week of the cost of purchase order will be imposed upon the firm.
9. No EMD is required with the bid.
10. All disputes will be subject to Chandigarh Jurisdiction.
11. The Director, PEC University of Technology, Chandigarh reserves to himself the right of rejecting any quotation without assigning any reason.
12. The bidder will not be permitted to alter/modify their bids after the expiry of the dead line for receipt of bids.
13. Bids received after the due date will not be accepted. PEC University of technology, Chandigarh shall not be responsible for any postal delay about non receipt/ non delivery of documents.
14. Performance security of 5% of the total amount including taxes will be submitted within ten days by the successful bidder from the date of award of contract in the shape of account payee Demand Draft or Bank guarantee from a scheduled bank which should be valid for a period of 60 days beyond the completion of obligations of the supplier including warranty. Performance security is to be forfeited and credited to the institute in the event of breach of contractual obligation by the supplier in terms of relevance contract.

15. Firm is entirely responsible for any damage or loss done to the materials in the transit, the firm will lodge all the complaints regarding damage done in the transit and shall bear all the expenses.
16. Full payment will be made to the company/firm only after the receipt of the material in the good condition & satisfactory operations/installations of equipment in department.
17. The Agency may send the material insured if necessary but the insurance charges will be borne by your organization.
18. Form D will not be issued.
19. This institute being a premier Education and Research Institution funded by govt. Discount as applicable to Research Institutes/ Educational Institutes may be provided in the quotation.
20. The Vendor will be responsible for the comprehensive maintenance of equipment supplied during the warranty period after the acceptance of installation & testing of equipment. In case of default PEC University of Technology, Sector- 12, Chandigarh will have the right to arrange maintenance at the risk and cost vendor from any other source and shall raise bills to vendor. Vendor shall clear such bills within 15 days.
21. The college has been exempted from customs duty in terms of Government Notification no.51/96-Customs dated 23 July,1996 and Central Excise duty in terms of Government Notification No.10/97-Central Excise dated March, 1997 as amended from time to time.
22. If price is quoted in foreign currency, the Indian Rupee equivalent price must also be indicated.
23. The material will be accepted only after inspection at this Department. If not found suitable according to the specification, the same will be returned at the cost and risk of the supplier.
24. In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/ product in the same tender.
25. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
26. All disputes, if arise at later stage will be sorted out within the jurisdiction of U T Chandigarh.

Acceptance of the terms and conditions.

The terms and conditions of this tender document are acceptable to me/us.

Date

Signature of tenderer