



सेन्टर फॉर मेटिरियल्स फॉर इलेक्टॉनिक्स टेक्नोलाजी (सी-मेट)  
**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**  
(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)  
IDA PHASE - III, CHERLAPALLY, HCL (PO), HYDERABAD - 500 051  
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### ENQUIRY LETTER

ENQ. NO.: HD/PUR/SP-39/SPM/13/2020-21/12399

Date: 28.01.2021

**Subject: Procurement of 'Semi-Automatic Screen Printing Machine' - Regarding**

Due date/CLOSING for receipt of the quotations	18	02	2021	<b>TIME BY:15.30 hours</b>
<b>DATE OF OPENING OF TECHNICAL BID</b>	<b>19</b>	<b>02</b>	<b>2021</b>	<b>TIME BY:12.00 hours</b>

Sir,

Sealed quotations conforming to the specifications are invited for the following item(s). Quotation may please be submitted, keeping in view, the terms and conditions given below and overleaf, otherwise quotations will be rejected.

S. No.	Description of the item	Quantity	Specifications
01	Semi-Automatic Screen printing Machine	1 no.	As per 'Annexure - I' enclosed

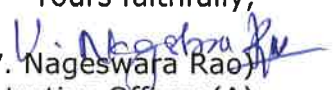
### Terms & Conditions:

C-MET is registered under Department of Scientific and Industrial Research (DSIR) and eligible for concessional GST rates @ 5% for Research Institutions as per Notification No. 45/2017- Central Tax (Rate) dated 14.11.2017 and Notification No. 10/2018-Integrated Tax (Rate) dated 25.01.2018. The requisite certificate for availing concessional GST Rate along with documents will be provided.

### Note:

- The envelope super-scribed with [a] Quotation No. [b] Due Date & [c] Description of the Item and be sent to the undersigned before the due date.
- Firms or their authorized representatives will not be allowed to attend the opening of **Combined/Technical bids on 19.02.2021 at 12:00 hours** due to existing COVID-19 pandemic situation. If there is any delay in opening of technical bids will be intimated to all bidders.
- The Technical & Financial bids should be in separate sealed covers. Combined quotations will be REJECTED.
- The quotation should be submitted in the enclosed format only.
- The Enquiry Letter No. & date should be clearly indicated in the quotation, otherwise quotation will be rejected.
- These details are also available in our website: <http://www.cmet.gov.in> and CPP Portal.


Thanking you,

Yours faithfully,  
  
(V. Nageswara Rao)  
Administrative Officer (A)  
vnrao@cmet.gov.in

Encl.: As above.

### Specific terms and conditions to the tender:-

1. Please submit the Technical Details/Catalogue/Data Sheets.
  2. The offer should be valid for a period of 90 days from the date of opening of Tender.
  3. Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by Hand/speed post/courier so as to reach us on or before the due date & time. C-MET will not be responsible for any postal delays.
  4. **E-Mail/fax quotations 'WILL NOT BE ACCEPTED'.**
  5. **All Tax invoices shall invariably bear your GST Registration No. (GSTIN) and the applicable GST rates. In the absence of which, the invoice(s) shall not be processed for payment.**
  6. Our standard delivery term is FOR, C-MET. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lumpsum amount.
  7. **PAYMENT OF GST/IGST:** C-MET is registered under Department of Scientific and Industrial Research (DSIR) and eligible for concessional GST rates @ 5% for Research Institutions as per Notification No. 45/2017- Central Tax (Rate) AND 47/2017 - IT(Rate) both dated 14.11.2017. The requisite certificate for availing concessional IGST/GST Rate along with documents will be provided. **PAYMENT OF CUSTOM DUTY:** We are ELIGIBLE for concessional custom duty @ 5.15% as per DSIR issued certificate in terms of **Notification No. No. 51/96-Customs dated 23.07.1996** and necessary exemption certificate shall be issued upon request.
  8. Our standard payment term is 100% within 30 days for indigenous orders and sight draft for foreign orders. Firm should provide Bank details for RTGS remittance.
  9. **Liquidated Damages:** – The delivery period quoted should be realistic. The delivery period so quoted and mentioned in the order is the essence of the order/contract. In case of delay in delivery of material as per the delivery schedule, Liquidated Damage @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever, installation and commissioning is also involved, the supply will be deemed to have been completed only when the entire stores is supplied, installed and accepted.
  10. **Security Deposit:-** Wherever the offer value is Rs. 5.00 lakhs or above, the successful tenderer should submit Security Deposit@3% of the order value by way of Bank Guarantee /FC Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs. 200/- Non Judicial Stamp paper and should be valid beyond 2 months from the completion of all contractual obligations.  
**Note: Clause NO. 9 & 10 are mandatory and offers of the vendors who have not agreed for the above conditions will be excluded from the procurement process. Micro and Small Vendors are not exempted from the submission of Security Deposit.**
  11. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre/ Udyog Adhar / NSIC Registration Certification along with your offer.
  12. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
  13. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.
  14. **Price Reasonability Certificate:** Prescribed form enclosed.
  15. **Manufacturer's authorization letter:** A copy of **manufacturer's authorization letter** for participating in the bid should be attached.
- NOTE: Bidder should sign on each of the page as read and accepted thereof with signature and official stamp of the firm.**

  
Administrative Officer (A)  
C-MET, Hyderabad

## CHECK LIST

Documents to be submitted along with the bids  
**(TECHNICAL BID)**

S No	Description	Yes/No	Page No
1	Covering/introduction letter from the Firm referring to C-MET's tender enquiry No and date <b>towards participation in the tender.</b>		
2	Acceptance of terms & conditions of tender enquiry		
3	Signed copy of tender enquiry		
4	Price Reasonability Certificate		
5	Bid form and Price schedule with <b>commercial terms WITHOUT PRICE</b>		
6	Previous experience details alongwith documents like PO/WO etc. (not more than 3 years old)		
7	Undertaking and declaration		
8	Technical compliance statement with/without deviation		
9	Technical brochure of the Product offered or drawings		
10	GST Registration certificate or No		
11	Bank details for NEFT/RTGS		
12	Warranty		
13	Manufacturer's Authorization letter		

**Documents to be submitted alongwith Commercial bids  
(PRICE BID)  
(Separate sealed cover)**

S No	Description	Page No
1	Bid form and Price schedule with commercial terms <b>WITH PRICE</b>	



## ANNEXURE – I

### Technical Specifications of Semi-Automatic Screen Printing Machine:

S. No.	Main System Parameter	Allowed value
1.	Print Size (inch)	10" x 15" or better
2.	Sheet size max.	15" x 20" or higher
3.	Frame size max.	20" x 25" or higher
4.	Frame size min.	15" x 20" or better
5.	Size of vacuum area	10" x 15" or higher
6.	Max. Substrates thickness	0.1 – 50 mm
7.	Table fine adjustment Y-Y-X	± 10 mm
8.	Squeegee speed	1.5 mm/sec.
9.	Max. Speed.	700 Imp./ Hour or better
10.	Control panel	With Self Diagnostics System
11.	Power supply	Single Phase
12.	Circuit connection	3 Pin Top 16 A
13.	Air compressor	3 Hp
14.	Turbine blower	0.5 Hp. for Vacuum Control

#### Solid construction design

- Machine should be compact size consume Less space.
- Screen runs vertically to keep ink on screen no flowing.
- Easy for squeegee, coater & screen replacement as well as screen cleaning.
- Max. Printing speed: 700 per hr or higher.

#### Vacuum System -

- Heavy-gauge stainless steel top.
- Vacuum bed
- High-volume vacuum system

#### Control Panel -

- Control panel should be easy to navigate, with programming and prompts in simple language
- Must have Digital microprocessor with self-diagnostics
- Hands-free single-cycle printing, and for vacuum control of hard-to-feed substrates
- Cycle interruption with foot start switch.
- Multiple print capability

#### Print Carriage -

- Adjustable, tool-free front and rear sensors for squeegee stroke length on adjustment.
- Shock absorber to eliminate the shock from printing movement.
- Pneumatic squeegee / flood pressure adjustment.
- Bed movement for registration
- Adjustable peel off height & speed of peel-off
- Safety plate and emergency stop push button for safety operation.

#### Warranty, Service & Support -

- One-year warranty after installation.

**Note: Party/Vendor participated in the bid must demonstrate screen printing of silver on C-MET Ceramic substrate at their site to technically qualify the machine offered. Only those parties who qualify the screen printing on C-MET sample will be technically accepted.**

**(in the company letter head)**

**BID FORM AND PRICE SCHEDULE**

Tender Reference No. : ENQ. NO.: HD/PUR/SP-39/SPM/13/2020-21/12399  
Date : 28.01.2021

Name of the Stores/  
Goods/Equipment : Semi-Automatic Screen Printing Machine

Sl. No.	Description	Qty	HSN CODE	Rate/Rs.	Amount/Rs.
1	Semi-Automatic Screen Printing Machine	1 no.			
	Packing & Forwarding				
	Freight Charges				
	Transit Insurance				
	Installation Charges				
	Taxable value				
	GST				
	<b>TOTAL</b>				

1. Payment Terms:
2. Bid Validity:
3. Delivery Schedule:
4. Place of delivery:
5. Warranty, if applicable:
6. GST Registration No.:
7. Any other relevant information:

Signature of Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Seal of the tenderer \_\_\_\_\_

**(in the company letter head)**

**BIDDER'S DETAILS**

1	Name of the supplied/party/firm	
2	Name of the authorized representative	
3	Communication address	
4	Telephone Nos	
5	Mobile Nos	
6	Fax and e-mail address	
7	Web address	
8	Bank details for payment through NEFT/RTGS	
9	Name of Bank	
	Branch	
	Account No	
	IFSC No	
	MICR No	
	Cancelled cheque for verification of above details	

(Signature & seal of the bidder)

**(in the company letter head)**

**PRICE REASONABILITY CERTIFICATE**

It is certified that the rates quoted \_\_\_\_\_ are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. Copies of the supply orders received from other Govt/PSU's are enclosed alongwith the technical bid.

Signature of Tenderer\_\_\_\_\_

Name\_\_\_\_\_

Business Address\_\_\_\_\_

Seal of the Tenderer\_\_\_\_\_

**(TO BE SUBMITTED ALONG WITH TECHNICAL BID)**

**(in the company letter head)**

To,

Date:

The Administrative Officer  
C-MET, IDA Phase III  
Cherlapally,  
Hyderabad 500 051

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. \_\_\_\_\_ dated \_\_\_\_\_

Name of the Tender/Work:

Sir/Madam,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

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as per your advertisement, given in the mentioned website(s)/enquiry letter.

2. I/we hereby certify that I/we have read the entire terms & conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like Annexure(s), schedules(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/Corrigendum(s) in its totally/entirely.

5. In case any provisos of this tender are found violated, then your Department/Organizations shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Name & Signature of the Supplier/Contractor/  
Authorized signatory with Official stamp/seal



**(TO BE SUBMITTED ALONG WITH TECHNICAL BID)**

## **(in the company letter head)**

### **UNDERTAKING/ DECLARATION**

I/We having our office at \_\_\_\_\_ declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

2. I/We, \_\_\_\_\_ hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

3. I/We \_\_\_\_\_ hereby accept to provide Warranty/Guarantee, additional Warranty, Comprehensive AMC

4. This is also certified that the rates quoted in the financial bid are not more than the rates charged from any other Institution/Department/Organization in the last six months. No Other charges would be payable by the Institute.

5. I/We \_\_\_\_\_ have gone through the terms and conditions and will abide by them as laid down above. I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Name & Signature of the Supplier/Contractor/  
Authorized signatory with Official stamp/seal

**(in the company letter head)**

**MANUFACTURER'S AUTHORISATION FORM**

The Administrative Officer  
C-MET, IDA Phase-III  
Cherlapally, HCL Post  
Hyderabad – 500 051  
TELANGANA STATE,  
India

Dear Sir,

Ref. Your TE document No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (*name and description of the goods offered in the tender*) having factories at \_\_\_\_\_, hereby authorize Messrs \_\_\_\_\_ (*name and address of the agent*) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. \_\_\_\_\_ (*name and address of the above agent*) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty as applicable as per tender clause for the goods and services offered for supply by the above firm against this TE document.

We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorized agent.

We also confirm that the price quoted by our agent shall not exceed than that which we would have quoted directly.

Yours faithfully,

[Signature with date, name and designation]

For and on behalf of Messrs \_\_\_\_\_

[Name & address of the manufacturers]

*Note: 1. This letter of authorization should be on the letterhead of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.  
2. Original letter may be sent.*