



**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  
Phone: +91-40-27265587, 27267006 Fax: +91-40-27261658

### **ENQUIRY LETTER**

ENQ. NO.: HD/PUR/SP-39/EB/01/2018-19/10528

Date: 16.11.2018

**Subject: PROCUREMENT OF ELECTRONIC BALANCE - Regarding.**

Due date for receipt of the quotations	<b>10</b>	<b>12</b>	<b>2018</b>	<b>TIME :1300 HOURS</b>
Due date for opening of Technical Bid	<b>11</b>	<b>12</b>	<b>2018</b>	<b>TIME :1230 HOURS</b>

Sir,

Sealed quotations conforming to the specifications are invited in **TWO BID SYSTEM** for the following item(s) from reputed manufacturers/authorized distributors/dealers. Quotation may please be submitted, keeping in view, the terms and conditions given below and overleaf, otherwise quotations will be rejected.

<b>S. No.</b>	<b>Description of the item</b>	<b>Quantity</b>	<b>Specifications</b>
01	ELECTRONIC BALANCE	1	Specifications at Annexure I

#### **Terms & Conditions:**


**(a) PAYMENT TERMS:** Our normal mode of payment is 100% within 30 days after receipt and acceptance of material in good condition by RTGS. No advance payment will be paid.

#### **Note:**

- (i) 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.
- (ii) **The Technical bid (Envelope No. 1) & Financial bid (Envelope No. 2) should be in separate sealed covers.**
- (iii) **The quotation should be submitted in the enclosed format only.**
- (iv) **The Enquiry Letter No. & date should be clearly indicated in the quotation, otherwise quotation will be rejected.**
- (v) Firms or their authorized representatives are requested to attend the **opening of Technical bids on 11.12.2018 at 12:30 hours.** If there is any delay in opening of technical bids will be intimated to all bidders.
- (vi) These details are also available in our website: <http://www.cmet.gov.in/cpp> portal.

Thanking you,

Yours faithfully,

  
(G.K.VENKATESAN)  
Administrative Officer  
[venkatesan@cmet.gov.in](mailto:venkatesan@cmet.gov.in)



Encl.: As above.


TO

P 1/1



### 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. We are exempted from the payment of Customs Duty as per Notification No. No. 51/96-Customs dated 23.07.1996 and necessary exemption certificate shall be issued upon request.
8. ***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.***
9. 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.
10. **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.**
11. **Security Deposit:-** Wherever the offer value is Rs. 5.00 lakhs or above, the successful tenderer should submit Security Deposit@10% 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.**
12. 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.
13. 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.
14. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.

  
Administrative Officer  
C-MET, Hyderabad



## CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

### HYDERABAD LABORATORY

#### ANNEXURE -I

#### **TECHNICAL SPECIFICATIONS FOR ELECTRONIC BALANCE**

The electronic balance is required for precise weighting of raw materials for ceramic and composite fabrication. The following are the technical specifications of the Electrical Balance:

Maximum capacity: 320g +/- 10g, Minimum Weight: 0.16g, Resolution 0.1mg, Readability: 0.1mg, Repeatability: 0.1mg, Linearity deviation : 0.2mg, Eccentricity deviation: 0.4mg , 7" touch screen, Calibration / Adjustment: Automatic internal adjustments, Stabilization time: 2-3s (Maximum), Tare Range: Full, Weighing pan dimension: Minimum Ø 90mm, Temperature accuracy 1.5 ppm/°C.

#### Points to be fulfilled:

1. The balance should have chemical resistant full metal housing.
2. The balance should be equipped with quickly/easily removable draft shield for weighing larger size samples and also for easy cleaning
3. The balance should have touch screen with minimum 18mm high digits.
4. The material of construction of the housing should be high quality die cast aluminum.
5. The balance should have programmable internal adjustment and automatic calibration technology.
6. The weighing cell should be made of aluminum alloy.
7. The metal housing should protect the weighing cell from environmental influences.
8. The balance should show how much of the entire weighing range has been used.
9. Electronic level assistance and bubble level of the balance should be at front.
10. The balance should have GLP/GMP compliance.
11. Pass code protection to avoid unauthorized access on system settings.
12. The balance should have suitable strong overload protection facility.
13. The balance should have interfaces: USB device & RS232.
14. Option for determining the density of solid and liquid substances with the built-in application using dedicated kit.

(in the letter head of the firm)

TECHNICAL COMPLIANCE SHEET FOR ELECTRONIC BALANCE

Make	
Model No	
Date of Launch of model in India	

Sl No	Technical specifications of C-MET		Specifications offered by the firm	Remarks including deviation if any
1	Make and model.			
2	Maximum capacity	Minimum 320 g +/-10g		
3	Minimum weight	0.16g		
4	Resolution	0.1mg		
5	Repeatability	0.1 mg.		
6	Linearity deviation	0.2 mg		
7	Eccentricity deviation	0.4 mg		
8	Calibration/ Adjustment	Automatic internal adjustment		
9	Weighing pan dimension	Minimum Ø90 mm		
10	Screen	Touch screen with minimum 18 mm height digit.		
11	GLP/GMP compliance	Should have GLP/GMP compliance		
12	Pass code protection	Should have pass code protection		
13	Over load protection	Should have Over load protection facility		
14	Input/Out put Terminal	Should have USB & RS232		
15	Housing	high quality die cast aluminum		
16	Removable draft shield	Easily removable draft shield		
17	Weighing cell	Aluminum alloy		
18	Bubble level indication	Bubble level Indication should be at front		
19	Option for density calculation with built in application.	Option for density calculation with built in application using dedicated kit.		
20	Catalogue of the model offered			
21	Manufacturers authorization letter (in case of import model)			
22	Frequency on which calibration is required. During the warranty period it shall be under taken free			
23	Warranty : Minimum 24 months from the date of installation			

CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)  
HYDERABAD LAB

**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 POWO 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	AMC (if applicable) in Prescribed format but <b>WITHOUT PRICE</b>		

**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>	



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: - Award of contract for supply of \_\_\_\_\_

Sir/Madam,

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

\_\_\_\_\_ 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,

Authorized Signatory

**(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\_\_\_\_\_

**(in the company letter head)**

**BID FORM AND PRICE SCHEDULE**

Tender Reference No. : ENQ. NO.: HD/PUR/SP-39/EB/01/2018-19/10528  
Date: 16.11.2018

Name of the Stores/ : ELECTRONIC BALANCE  
Goods/Equipment

Sl. No.	Description	HSN/ SN CODE	Qty.	Amount/ Rs
1	ELECTRONIC BALANCE		1 No.	
	Installation charges			
	Taxable value			
	GST			
	<b>GRAND TOTAL</b>			

1. Payment Terms:
2. Bid Validity:
3. Delivery Schedule:
4. Place of delivery: C-MET, HYDERABAD
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)**

**PREVIOUS EXPERIENCE DETAILS**

Sl. No.	Name of the Organization	Contact person Name, telephone / mobile no., fax, e-mail	Date of Supply	Quantity	Remarks

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

Name \_\_\_\_\_

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

(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 and Free Service for a period of minimum one year from the date of supply/ installation of the materials.

4. I/We ..... of .....  
hereby agree on the acceptance of this tender by Director, C-MET to ....., in accordance with the terms and conditions of contract and at the rates or price specified in financial bid (BOQ).

5. 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.

6. 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)

### 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 of Tenderer\_\_\_\_\_

Name\_\_\_\_\_

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

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

15/11