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प्लाज़्मा अनुसंधान संस्थान  
INSTITUTE FOR PLASMA RESEARCH

परमाणु ऊर्जा विभाग, भारत सरकार का एक सहायता प्राप्त संस्थान  
An Aided Institute of Department of Atomic Energy, Government of India



इन्दिरा पुल के पास, भट, गांधीनगर - 382 428 भारत  
दूरभाष: (079) 2396 2020/2021/2028  
फैक्स: 91-079-23962277  
वेब: [www.ipr.res.in](http://www.ipr.res.in)

NEAR INDIRA BRIDGE, BHAT  
DIST. GANDHINAGAR - 382 428 (INDIA)  
Phone: (079) 2396 2020/2021/2028  
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## ENQUIRY

ENQUIRY NO : IPR/EQL/20-21/379  
Date : 23-03-2021

**Due on : 03-06-2021 by 1:00 PM IST**

Reminder-1 Dt: 15-04-2021

Reminder-2 Dt: 06-05-2021

Please send your offer in sealed envelope specifying Enquiry No, Date & Due Date, ALONG WITH your credentials for the following items:

### Important Note:

Please note that e-mail quotations are not acceptable however you may send your queries (if any) to [localpurchase@ipr.res.in](mailto:localpurchase@ipr.res.in)

Please ensure your sealed quotation reaches this office not later than above mentioned due date and time.

Kindly go through the following documents properly before quoting which are available on the IPR web portal i.e., [http://www.ipr.res.in/documents/tender\\_terms.html](http://www.ipr.res.in/documents/tender_terms.html) / attached herewith.

- 1) Instructions to the bidders & Terms and conditions (refer Form No: **IPR-LP-01.V4**)
- 2) Bidding format

**GST for Goods and Services (IGST/CGST/SGST TAX BENEFITS):** Please refer **clause no: 8** of Form No: **IPR-LP-01.V4**

## QUOTATION SHOULD BE ADDRESSED TO PURCHASE OFFICER ONLY

Sr No	Description	Quantity
1	Manually operated high vacuum compatible X-Y-Theta translation-rotation stage assembled together with base plate	1.0 Nos.

- Note:
1. GeM Availability Report ID: - GEM/GARPTS/17032021/E35TWT7S9BBZ dated?????..17/03/2021
  2. Unsigned quotations are not acceptable. Quotation should be submitted duly signed on ALL PAGES invariably.
  3. Quotation to be submitted in INDIAN CURRENCY. Quotations received other than Indian Rupees will be rejected
  4. Customs Duty Exemption Certificate will not be issued
  5. Delivery Period:
  6. TDS As per CGST ACT: As per provisions of section No. 51 of the CGST Act 2017, TDS @2% (IGST 2% or CGST 1% and SGST 1%) will be deducted while making payment to the suppliers where total value of orders/contracts/work orders exceeds Rs. 2.5 lakhs.  
delivery time-02 months

Encl: As per attachment

Sd/-

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**Information to Vendors:** We are working towards a single platform for our future requirement. Hence, please refer IPR website i.e, <http://www.ipr.res.in/documents/tendersenq.html> for our future requirement.

## Specifications for

### Manually operated high vacuum compatible X-Y-Theta translation-rotation stage assembled together with base plate

Serial No	IPR Specifications	
1	No. of quantity	1 unit ; each of X- Y- Theta stage and a base plate
2	Type of the translational- rotational stage	Manual X-Y-Theta translation-rotation stage
2	Load capacity of assembled unit	~ 2 Kg
3	Material of X-Y-theta stage	Aluminium & stainless steel (non-magnetic)
4	Travel length on the X-Y stage	20-25 mm
5	Position/travel accuracy for X-Y stage	≤ 0.010 mm
6	Course Travel for Theta stage	360 degree
7	Fine Travel for Theta stage	≤ 6 degree
8	Positioning accuracy for Theta stage	≤ 1 arc min
9	Translation and rotational drives (X-Y-Theta stage)	Manual drive with precision micro-meter screw/head
10	Size of the mounting holes on top plate of all stages	M6 tapped holes on 25 mm grid
11	Mounting requirement on the bottom plate of all stage	M6 clear holes
12	Base plate on which X-Y-Theta stages would be mounted together	Dimension ≤ 120 mm × 90 mm × 9 mm Material: SS and or Aluminium Alloy (non-magnetic)
13	Orientation of base plate for mounting the X-Y-Theta stage	Horizontal
14	Total height of the assembly containing X-Y-Theta stages mounted together on base plate	≤ 90 mm
15	Maximum size (length and width ) of the assembly containing X-Y-Theta stages mounted together on base plate	≤ 146 × 130 mm
16	Vacuum compatibility/range for all stages	≤ 1 × 10 <sup>-7</sup> mbar
17	Operating temperature range for all stages	Up to 150 degree centigrade
18	Vendor has to furnish the product brochure and/or documentary evidence that support the technical specification.	

## Compliance form for

### Manually operated high vacuum compatible X-Y-Theta translation-rotation stage assembled together with base plate

<b>Serial No</b>	<b>Parameters</b>	<b>IPR Specifications</b>	<b>Specifications supplied by vendor</b>
1	No of quantity	1 unit ; each of X- Y- Theta stage and a base plate	
2	Type of the translational-rotational stage	Manual X-Y-Theta translation-rotation stage	
2	Load capacity of assembled unit	~ 2 Kg	
3	Material of X-Y-theta stage	Aluminium & stainless steel (non-magnetic)	
4	Travel length on the X-Y stage	20-25 mm	
5	Position/travel accuracy for X-Y stage	≤ 0.010 mm	
6	Course Travel for Theta stage	360 degree	
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<b>17</b>	Operating temperature range for all stages	Up to 150 degree centigrade	
<b>18</b>	Vendor has to furnish the product brochure and/or documentary evidence that support the technical specification.		

## Additional Clauses for Tenders

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer' 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated herein before, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The beneficial owner for the purpose of (iii) above will be as under:
  1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

    - a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;
    - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
  2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed control over the trust through a chain of control or ownership.
- VI. [To be inserted in tenders for Works contracts, including Turnkey contracts] The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

#### Certificate for Tenders for Works involving possibility of sub-contracting

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”





### INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS

1. The Quotation and any order resulting from this enquiry shall be governed by our Conditions of Contract/Purchase Order and supplier quoting this enquiry shall be deemed to have read and understood the same in toto.
  2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by IPR unless our specific written acceptance thereof is obtained.
  3. **Quotation:** Quotation should be submitted in the prescribed QUOTATION FORMAT attached with this Enquiry and the same should be submitted to the Purchase Officer, IPR in a sealed envelope superscribing the same with our enquiry No., date, due date and brief description of item on or before the due date. Late/delayed/incomplete/unsigned quotations will not be considered. Envelopes received without Enquiry number, date, due date and brief description of item may be rejected. The quoted prices should be firm for a period of 90 days from due date for placing order. IPR is not bound to accept lowest rate/s. IPR reserves the right to place on one or more parties. The scope of supply includes insurance by the Contractor/Supplier.
  4. **Specifications:** Material should be offered strictly confirming to our specifications/drawings. Deviation, if any, should be clearly indicated by the supplier in their quotation. The Tenderer should also indicate the Make/Type number of the materials offered and catalogues, technical literature and samples, wherever necessary should accompany the quotation. Clarification/s on drawings should be obtained before submitting quotation.
  5. **Terms of Prices:** Quotation should be submitted on door delivery basis without extra charge wherever possible. For quotations on Ex-Works, Ex-godown basis the approximate packing and forwarding charges should be indicated by the supplier. In the case of local suppliers, the material is to be delivered at our stores free of charge.
  - 5.1 In respect of tenders on Ex-works basis, in case the tenderer has not mentioned in the offer packing, forwarding and transportation charges for safe delivery up to Purchaser's site, 2% of the price quoted towards packing (in respect of both local and outstation firms), 1% of the basic price quoted towards safe delivery charges in respect of local tenderer and 3% of the basic price quoted towards safe delivery charges in respect of outstation firm will be added for comparison of offers on safe door delivery at Purchaser's site.
  - 5.2 Prices are required to be quoted according to the units indicated in the tender form/Enquiry. When Quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished
  6. Tender should be free from Correction and Erasures. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Unsigned quotations will summarily be rejected. If there is a discrepancy between the unit price and total price, unit price shall prevail.
  7. IPR shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rate quoted.
  8. **Goods & Services Tax (GST):** The details of Taxes/GST and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.
    - a) **GST for Goods (IGST/CGST/SGST TAX BENEFITS):**

IPR is entitled to avail tax benefit as per the following notifications issued by Ministry of Finance, Department of Revenue, Government of India:  
(1) No: 47/2017-INTEGRATED TAX (RATE) DATED 14/11/17 for IGST  
(2) No: 45/2017-CENTRAL TAX (RATE) DATED 14/11/17 for CGST

And,

IPR is entitled to avail tax benefit as per the following notifications issued by Finance Department, Government of Gujarat:  
(1) No. 45/2017-STATE TAX (RATE) DATED 15/11/17 for SGST

As per above notifications IPR will bear only 5% IGST for procurement of goods from outside Gujarat & 2.5% CGST and 2.5% SGST (total 5%) for procurement of goods within Gujarat. Vendors are required to charge tax as per these notifications while quoting/supplying the goods. Deviations, (if any) should be clearly mentioned in the quotation/offer.
- Please specify the HSN codes while quoting.**
- b) **GST for Services:**

As applicable. **Specify the SAC codes wherever services are involved.**
9. **Earnest Money Deposit (EMD):** Tenderer should furnish EMD if asked for by the Purchaser.
10. **Delivery Date:** Delivery period is essence of the Contract. Supplier must indicate the firm delivery date by which the materials will be dispatched/delivered by them from the date of our order. Delivery period shall be clearly indicated against each item separately.



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11. **Price/ Purchase Preference:** Purchase/Price preference to industries will be given as per the policy of the Government of India in force at the time of evaluation provided their offer is in compliance with the conditions of the policy.
12. **Liquidated Damages:** The successful Vendor/Bidder should pay liquidated damages @ ½% (half percent) of the total contract/order value for the delay of each week in the scheduled date of completion of the work envisaged in the Contract/Purchase Order subject to a maximum of 5% (Five percent) of the total Contract/Order value.
13. **Inspection:** Materials on its arrival at IPR will be inspected by our Engineer/Stores Officer, and his decision in the matter will be final. However, where the items are required to be inspected at the Suppliers Premises, Supplier has to give advance notice to the Purchase regarding readiness of the material to enable Purchase/Stores section to depute his representative for inspection.
14. **Payment:** Payment will be arranged for accepted materials only within 30 days from the date of receipt of materials at IPR and bills in our accounts section, completed in all respects.
15. No correspondence will be entertained within 30 days from the date of receipt of material and bills, whichever is later.
16. **Guarantee:** The Stores offered should be guaranteed for a minimum period of twelve months, from that date of acceptance, against defective materials, design, workmanship, operation or manufacture. For defects noticed and communicated during the Guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notifications. In case where our specifications call for a guarantee period more than 12 months specifically, then such a period shall apply.
17. **Performance Bank Guarantee:** If demanded by IPR, the successful bidder will have to furnish Performance Bank Guarantee for 10% of the order value (basic price) from a Nationalised/Scheduled Bank/State Bank of India, valid throughout the Guarantee/Warranty period. The scheduled banks approved by IPR are Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank. Bank Guarantees submitted other than from banks approved by IPR will not be accepted.
18. **Security Deposit:** If demanded the successful Bidder will have to furnish to the Purchaser an interest free security deposit for 10% (Ten percent) of the order value in the form of Bank Guarantee of an equivalent amount from a nationalized/ scheduled Bank/State Bank of India within 15 days from the date of LOI/Purchase order and the said Guarantee should be valid till the goods are accepted by IPR. The scheduled banks approved by IPR are Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank. Bank Guarantees submitted other than from banks approved by IPR will not be accepted. The Security deposit shall be forfeited in case the selected Bidder does not start the work within the time limit specified or fail to complete the work within the stipulated delivery period or fail to comply with any of the terms and conditions in the purchase order/contract. On successful completion of scope of work and its acceptance by IPR, supplier should send a letter to the Purchase Officer to return the original BG.
19. The Contractor/Supplier shall at all times indemnify the purchase against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trade Mark and shall take all risk of accidents or damage, which may cause failure of supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfilment of the contract.
20. **Free Issue Material (FIM):** Successful tenderer will have to arrange insurance showing beneficiary as “Institute for Plasma Research” at their risk and cost towards adequate security for the materials/property provided/issued by the Purchaser as Free Issue Material for the due execution of the contract.
21. The Director, IPR reserves the right to accept or reject any quotations fully or partly or to cancel the enquiry without assigning any reason.
22. **Jurisdiction:** The contract shall be governed by the Laws of India for the time being in force. The Courts of Gandhinagar only shall have jurisdiction to deal with and decide any legal or dispute arising out of this Contract/Purchase Order.

(This need to be printed in Bidders letter head)

1. Please quote with complete technical details.
2. Quotation should be submitted with below (Quotation format) else IPR shall not consider the offer submitted by the vendor for further evaluation

NAME OF PARTY : \_\_\_\_\_

ENQUIRY NO: \_\_\_\_\_ DUE ON: \_\_\_\_\_

QUOTATION No. & DATE : \_\_\_\_\_

Currency of Quotation: **Indian Rupees**

Sr. No.	Item Description	HSN/ SAC Code	Quantity	Unit Rate (Basic)	Packagi ng & forwardi ng (P&F)	Applicab le GST	Rate (incl P&F and GST)	Total Value
			a	b	c	d	e= b+c+d	f = a x e
1								
2								
3								
4								

Sr. No.	PARTICULAR	Remarks
I.	Ex-works / FOR Destination	
II.	Freight	
III.	Insurance	
IV.	Delivery Period	
V.	Payment (IPR terms will apply)	
VI.	Guarantee / Warrantee	
VII.	Validity Period	
VIII.	Discount (if any)	
IX.	Remarks	

Note: Enclose technical compliance sheet with your quotation Fill in the all applicable details.

Place:

Authority Signatory

Date:

Company Seal

**Bidder should submit the copy of GSTIN / ARN Certificate along with the offer  
Bidder should specify the SUPPLY and SERVICE rates/ charges separately wherever applicable**