



**MAHATMA GANDHI UNIVERSITY
NALGONDA – 508254**

Ten.No.11/MGU/NLG/2026-27

Date: 30-07-2026

TENDER NOTIFICATION FOR SUPPLY OF EQUIPMENT

Sub: - Mahatma Gandhi University – Supply of Equipment–tender Notification issued – Reg.
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Mahatma Gandhi University intends to procure Equipment from the Manufacturers/ Authorized Dealers/Registered Suppliers. Interested Bidders are requested to submit their competitive price bids in the sealed covers in the prescribed format as per the details given below.

Part – I

TENDER SCHEDULE

- | | |
|---|---|
| 1) Name of the material to be Supplied | : Equipment |
| 2) Sale of Tender Schedule | : dt.30-07-2026 to 07.08.2026 (11 A.M – 5.00 P.M.) O/o the Registrar, Mahatma Gandhi University, Nalgonda -508254 (On all working days) |
| 3) Last date for submission
(Duly filled in tender bids) | : Dt.07-08-2026 by 5.00P.M. |
| 4) Submission of Tender Document | : Sealed tenders in two parts (i) Technical Bid (Annex-I) and (ii) Commercial bid (Annex-II) Should be submitted at the O/o the Registrar Mahatma Gandhi University, Nalgonda. (on all working days) |
| 5) Earnest Money Deposit (EMD) | : EMD (Refundable) @ 2.5% on bid amount separately in the form of Demand Draft/ Net Banking/ UPI in favour of Registrar, Mahatma Gandhi University, Nalgonda from any Nationalized Bank payable at Nalgonda. The bank account details are as follows: |
| Name of the Account Holder | : Registrar NUFAccount |
| Account Number | : 62048583586 |
| Bank & Branch | : State Bank of India, Anneparthi Branch |
| IFSC | : SBIN0021270 |
| 6) Quantity of Items Required:
Equipment | : As per Tender document. |

7) The given quantities are indicative of possible total requirement only.

8) Payment Terms : No advance payment will be made. Payment will be arranged in accordance with the supply subject to inspection by the Technical Members of the Committee.

Part – II

SPECIFICATIONS OF EQUIPMENT

S.No.	Name of the Item	Specifications/Model	Quantity																																		
1	Hot Air Oven - 24”X24” (inner compartment size)	Microprocessor-Based Digital Temperature Controller: Equipped with an advanced microprocessor digital control system that ensures precise temperature setting and accurate monitoring. The bright LED display provides clear real-time readings for better operational control and repeatable results. High-Accuracy Temperature Stability: Maintains consistent internal temperature with minimal fluctuation, making it suitable for temperature-sensitive procedures such as sterilization, drying, curing, and material testing. Double-Walled Insulated Body Construction: Heavy-duty powder-coated mild steel exterior combined with high-density insulation minimizes heat loss, enhances energy efficiency, and maintains stable internal conditions. Adjustable & Removable Shelves: Comes with sturdy, adjustable trays that allow flexible placement of glassware, samples, and instruments of varying sizes. Optimizes internal space utilization. Suitable for Laboratory, Industrial & Educational Use : Ideal for pharmaceutical labs, chemical research centers, medical institutions, food testing laboratories, universities, quality control departments, and industrial research facilities.	1																																		
2	Suction Pump	<table><tr><td>Brand</td><td>Reputed brand</td></tr><tr><td>Input Power</td><td>AC 220 V @ 50 Hz, 90 VA</td></tr><tr><td>Pumping Capacity</td><td>16 LPM</td></tr><tr><td>Maximum Negative Pressure</td><td>75 kPa</td></tr><tr><td>Operating Noise</td><td>< 65 dB</td></tr><tr><td>Jar Capacity</td><td>1000 mL</td></tr><tr><td>Number of Memory Sticks</td><td>1</td></tr><tr><td>Product Dimensions</td><td>kg 4.2 ;cm 28.5 x 26.5 x 35</td></tr></table> <u>Detailed Description:</u> <table><tr><td>Parameter</td><td>Technical Specification</td></tr><tr><td>Equipment Type</td><td>: Portable, electrically operated phlegm suction unit suitable for hospitals, clinics, ambulances and home care.</td></tr><tr><td>Pump Type</td><td>: Oil-free, maintenance-free piston suction pump suitable for continuous operation.</td></tr><tr><td>Suction Capacity</td><td>: Minimum 16 LPM free air flow.</td></tr><tr><td>Maximum Vacuum</td><td>: Minimum 75 kPa (560 mmHg) with adjustable vacuum regulator.</td></tr><tr><td>Collection Jar</td><td>: Minimum 1000 mL transparent polycarbonate collection jar with graduated markings.</td></tr><tr><td>Overflow Protection</td><td>: Automatic float valve overflow protection with bacterial filter to prevent contamination of the pump.</td></tr><tr><td>Noise Level</td><td>: Operating noise shall not exceed 65 dB(A).</td></tr><tr><td>Power Supply</td><td>: 220–240 V AC, 50 Hz, single phase.</td></tr></table>	Brand	Reputed brand	Input Power	AC 220 V @ 50 Hz, 90 VA	Pumping Capacity	16 LPM	Maximum Negative Pressure	75 kPa	Operating Noise	< 65 dB	Jar Capacity	1000 mL	Number of Memory Sticks	1	Product Dimensions	kg 4.2 ;cm 28.5 x 26.5 x 35	Parameter	Technical Specification	Equipment Type	: Portable, electrically operated phlegm suction unit suitable for hospitals, clinics, ambulances and home care.	Pump Type	: Oil-free, maintenance-free piston suction pump suitable for continuous operation.	Suction Capacity	: Minimum 16 LPM free air flow.	Maximum Vacuum	: Minimum 75 kPa (560 mmHg) with adjustable vacuum regulator.	Collection Jar	: Minimum 1000 mL transparent polycarbonate collection jar with graduated markings.	Overflow Protection	: Automatic float valve overflow protection with bacterial filter to prevent contamination of the pump.	Noise Level	: Operating noise shall not exceed 65 dB(A) .	Power Supply	: 220–240 V AC, 50 Hz , single phase.	2
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3	Mechanical Stirrers	<table><tr><td>Parameter</td><td>Technical Specification</td></tr><tr><td>Brand</td><td>: Reputed brand</td></tr><tr><td>RPM</td><td>: Between 10 to 3,000 RPM</td></tr><tr><td>Number of Memory Sticks</td><td>: 1</td></tr><tr><td>Item Weight</td><td>: kg 7</td></tr><tr><td>Product Dimensions</td><td>: 40.64x 30.4x 45.72 cm; 7 kg</td></tr><tr><td>Item Height</td><td>: Inches 18</td></tr><tr><td>Item Width</td><td>: Inches 12</td></tr><tr><td>Included Components</td><td>: Stirring ,Power Supply Road, Base, Road and motor</td></tr><tr><td>Stirring Capacity (Water)</td><td>: Up to 20 Litres (Minimum)</td></tr><tr><td>Speed Control / Accuracy</td><td>: ± 1 RPM micro-processor controlled with digital LED/LCD display</td></tr><tr><td>Maximum Torque</td><td>: 40 N·cm to 60 N·cm (Continuous duty high torque)</td></tr><tr><td>Maximum Viscosity Handling</td><td>: Up to 10,000 mPa·s (cP)</td></tr><tr><td>Stirring Shaft & Blade Material</td><td>: High-grade Stainless Steel SS 316L (Anti-corrosive, acid-resistant)</td></tr><tr><td>Chuck Clamping Range</td><td>: Diameter 0.5 mm to 10 mm</td></tr><tr><td>Permissible Ambient Conditions</td><td>: Temperature: 5°C to 40°C, Maximum Relative Humidity: 80%</td></tr></table>	Parameter	Technical Specification	Brand	: Reputed brand	RPM	: Between 10 to 3,000 RPM	Number of Memory Sticks	: 1	Item Weight	: kg 7	Product Dimensions	: 40.64x 30.4x 45.72 cm; 7 kg	Item Height	: Inches 18	Item Width	: Inches 12	Included Components	: Stirring ,Power Supply Road, Base, Road and motor	Stirring Capacity (Water)	: Up to 20 Litres (Minimum)	Speed Control / Accuracy	: ± 1 RPM micro-processor controlled with digital LED/LCD display	Maximum Torque	: 40 N·cm to 60 N·cm (Continuous duty high torque)	Maximum Viscosity Handling	: Up to 10,000 mPa·s (cP)	Stirring Shaft & Blade Material	: High-grade Stainless Steel SS 316L (Anti-corrosive, acid-resistant)	Chuck Clamping Range	: Diameter 0.5 mm to 10 mm	Permissible Ambient Conditions	: Temperature: 5°C to 40°C, Maximum Relative Humidity: 80%	1
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4	Magnetic Stirrers with Thermostat	<table><tr><td colspan="2">MAGNETIC STIRRER WITH THERMOSTAT</td></tr><tr><td colspan="2">The Magnetic Stirrer with Thermostat is a versatile laboratory instrument designed for simultaneous heating and stirring of liquids with precise temperature control. It is widely used in chemical, pharmaceutical, research, educational, and quality control laboratories for sample preparation, solution mixing, and heating applications. The unit incorporates an integrated hot plate with magnetic stirring mechanism, ensuring uniform heating and efficient mixing. Its compact and durable construction, variable speed control, and adjustable thermostat provide reliable and safe operation for routine laboratory use.</td></tr><tr><td>Parameter</td><td>Technical Specifications</td></tr><tr><td>Heating System</td><td>: Integrated Hot Plate</td></tr><tr><td>Temperature Control</td><td>: Adjustable Thermostat</td></tr><tr><td>Temperature Range</td><td>: AMBIENT TO 150°C</td></tr><tr><td>Stirring Mechanism</td><td>: Magnetic Drive System</td></tr></table>	MAGNETIC STIRRER WITH THERMOSTAT		The Magnetic Stirrer with Thermostat is a versatile laboratory instrument designed for simultaneous heating and stirring of liquids with precise temperature control. It is widely used in chemical, pharmaceutical, research, educational, and quality control laboratories for sample preparation, solution mixing, and heating applications. The unit incorporates an integrated hot plate with magnetic stirring mechanism, ensuring uniform heating and efficient mixing. Its compact and durable construction, variable speed control, and adjustable thermostat provide reliable and safe operation for routine laboratory use.		Parameter	Technical Specifications	Heating System	: Integrated Hot Plate	Temperature Control	: Adjustable Thermostat	Temperature Range	: AMBIENT TO 150°C	Stirring Mechanism	: Magnetic Drive System	1																		
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5	Refrigerator	<table><tr><td>Product Dimensions</td><td>:</td><td>64.5D x 57.6W x 128H Centimeters</td></tr><tr><td>Brand</td><td>:</td><td>Reputed brand</td></tr><tr><td>Capacity</td><td>:</td><td>180 liters</td></tr><tr><td>Configuration</td><td>:</td><td>Freezer-on-Top</td></tr></table>	Product Dimensions	:	64.5D x 57.6W x 128H Centimeters	Brand	:	Reputed brand	Capacity	:	180 liters	Configuration	:	Freezer-on-Top	1																																								
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6 (B)	1500x monocular Compound Microscope	<table><tr><td>Parameter</td><td>Technical Specifications</td></tr><tr><td>Viewing Head</td><td>: **monocular Head**</td></tr><tr><td>Eyepieces</td><td>: Anti-Fungal & Anti-Reflection Coated 10X WF & 25X WF</td></tr><tr><td>Objectives</td><td>: 10X, 45X, & **100X Oil Immersion** (Fully Brass Made)</td></tr><tr><td>Maximum Magnification</td><td>: 6 Magnification Settings: Up to **1500X** (100X, 250X, 450X, 1000X, 1125X & 1500X)</td></tr><tr><td>Focusing System</td><td>: Separate Coarse & Highly Sensitive Graduated Fine Focusing Knobs</td></tr><tr><td>Stage Type</td><td>: Graduated Rectangular Brass Made **Mechanical Stage** with Co-Axial Movement</td></tr><tr><td>Illumination</td><td>: High Quality Sub-Stage LED Light **OR** Reflecting Mirror (Dual Option)</td></tr><tr><td>Condenser</td><td>: Abbe 1.25 NA Condenser with Copper Iris Diaphragm and Filter Holder</td></tr><tr><td>Body Construction</td><td>: Ergonomically Designed, Aluminum Die Casted Sturdy Body</td></tr></table>	Parameter	Technical Specifications	Viewing Head	: **monocular Head**	Eyepieces	: Anti-Fungal & Anti-Reflection Coated 10X WF & 25X WF	Objectives	: 10X, 45X, & **100X Oil Immersion** (Fully Brass Made)	Maximum Magnification	: 6 Magnification Settings: Up to **1500X** (100X, 250X, 450X, 1000X, 1125X & 1500X)	Focusing System	: Separate Coarse & Highly Sensitive Graduated Fine Focusing Knobs	Stage Type	: Graduated Rectangular Brass Made **Mechanical Stage** with Co-Axial Movement	Illumination	: High Quality Sub-Stage LED Light **OR** Reflecting Mirror (Dual Option)	Condenser	: Abbe 1.25 NA Condenser with Copper Iris Diaphragm and Filter Holder	Body Construction	: Ergonomically Designed, Aluminum Die Casted Sturdy Body	6																		
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7	Digital balance 10mg sensitivity	DIGITAL BALANCE (10 mg SENSITIVITY) The KERRO P3 Digital Weighing Balance (Model: BL P3/6002) is a high-precision electronic balance designed for accurate and reliable weighing applications in laboratories, educational institutions, pharmaceutical industries, jewellery establishments, and quality control departments. Equipped with a stainless-steel weighing pan, transparent draft shield, and large LCD display, the balance provides stable and precise measurements. With a maximum capacity of 600 g and a readability of 0.01 g (10 mg), it is suitable for routine precision weighing applications requiring accuracy and repeatability. <table><tr><td>Parameter</td><td>Technical Specifications</td></tr><tr><td>Maximum Capacity</td><td>: 600 g</td></tr><tr><td>Readability (Sensitivity)</td><td>: 0.01 g (10 mg)</td></tr><tr><td>Display</td><td>: Large LCD Display</td></tr><tr><td>Weighing Units</td><td>: g, oz, ct, gn, pcs</td></tr><tr><td>Tare Range</td><td>: Full Capacity</td></tr><tr><td>Calibration</td><td>: External Calibration</td></tr><tr><td>Draft Shield</td><td>: Transparent Circular Windshield</td></tr><tr><td>Response Time</td><td>: ≤ 3 Seconds</td></tr><tr><td>Overload Protection</td><td>: Y s</td></tr><tr><td>Power Supply</td><td>: AC Adapter / Battery Operation</td></tr><tr><td>Operating Temperature</td><td>: 10°C – 40°C</td></tr><tr><td>Housing Material</td><td>: High-Impact ABS Body</td></tr><tr><td>Weighing Pan Material</td><td>: Stainless Steel</td></tr><tr><td>Auto Zero Tracking</td><td>: Yes</td></tr><tr><td>Piece Counting Function</td><td>: Yes</td></tr><tr><td>Hold Function</td><td>: Yes</td></tr><tr><td>Net Weight</td><td>: Approx. 2 kg</td></tr><tr><td>Application</td><td>: Laboratory Weighing, Chemical Analysis, Pharmaceutical, Jewellery, Educational and Quality Control Applications</td></tr></table>	Parameter	Technical Specifications	Maximum Capacity	: 600 g	Readability (Sensitivity)	: 0.01 g (10 mg)	Display	: Large LCD Display	Weighing Units	: g, oz, ct, gn, pcs	Tare Range	: Full Capacity	Calibration	: External Calibration	Draft Shield	: Transparent Circular Windshield	Response Time	: ≤ 3 Seconds	Overload Protection	: Y s	Power Supply	: AC Adapter / Battery Operation	Operating Temperature	: 10°C – 40°C	Housing Material	: High-Impact ABS Body	Weighing Pan Material	: Stainless Steel	Auto Zero Tracking	: Yes	Piece Counting Function	: Yes	Hold Function	: Yes	Net Weight	: Approx. 2 kg	Application	: Laboratory Weighing, Chemical Analysis, Pharmaceutical, Jewellery, Educational and Quality Control Applications	2
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8	Water bath 6 Holes Stainless steel bath with electric heater	WATER BATH The Rectangular Water Bath is designed for precise and uniform heating of samples in laboratories, educational institutions, research centres, pharmaceutical industries, and quality control laboratories. The unit features a robust powder-coated mild steel exterior and a corrosion-resistant SS-304 stainless steel inner chamber. It provides accurate temperature maintenance for incubation, sample preparation, chemical analysis, and various laboratory procedures. The water bath ensures uniform temperature distribution, energy-efficient operation, and reliable performance for continuous laboratory use. <table><tr><th>Parameter</th><th>Technical Specifications</th></tr><tr><td>Type</td><td>: Rectangular Water Bath</td></tr><tr><td>Construction</td><td>: Mild Steel Body with Powder Coating</td></tr><tr><td>Inner Chamber</td><td>: Stainless Steel (SS-304)</td></tr><tr><td>Temperature Range</td><td>: Ambient +5°C to 100°C</td></tr><tr><td>Temperature Control</td><td>: Thermostatic / Digital Controller (Optional)</td></tr><tr><td>Temperature Accuracy</td><td>: ±1°C</td></tr><tr><td>Heating Element</td><td>: Immersion Type Stainless Steel Heater</td></tr><tr><td>Capacity</td><td>: 6 Holes (Custom Sizes Available)</td></tr><tr><td>Lid</td><td>: Stainless Steel Concentric Ring Lid</td></tr><tr><td>Power Supply</td><td>: 220–240V AC, 50 Hz</td></tr><tr><td>Safety Features</td><td>: Indicator Lamp and Overheat Protection</td></tr><tr><td>Applications</td><td>: Heating, Incubation, Chemical Analysis, Microbiology Studies</td></tr></table> Features ✓ Robust powder-coated steel construction ✓ Corrosion-resistant stainless steel inner tank ✓ Uniform temperature distribution ✓ Easy-to-use temperature controller ✓ Energy-efficient heating system ✓ Suitable for continuous laboratory use ✓ Available in different capacities and hole configuration	Parameter	Technical Specifications	Type	: Rectangular Water Bath	Construction	: Mild Steel Body with Powder Coating	Inner Chamber	: Stainless Steel (SS-304)	Temperature Range	: Ambient +5°C to 100°C	Temperature Control	: Thermostatic / Digital Controller (Optional)	Temperature Accuracy	: ±1°C	Heating Element	: Immersion Type Stainless Steel Heater	Capacity	: 6 Holes (Custom Sizes Available)	Lid	: Stainless Steel Concentric Ring Lid	Power Supply	: 220–240V AC, 50 Hz	Safety Features	: Indicator Lamp and Overheat Protection	Applications	: Heating, Incubation, Chemical Analysis, Microbiology Studies	4
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Safety Features	: Indicator Lamp and Overheat Protection																												
Applications	: Heating, Incubation, Chemical Analysis, Microbiology Studies																												
9	Analytical Balances Wooden	ANALYTICAL BALANCE The Analytical Balance is a precision laboratory instrument designed for highly accurate measurement of mass in chemistry, physics, pharmaceutical, educational, and research laboratories. The balance is suitable for weighing samples requiring high precision and reliability. It features a stable mechanical beam balance system, stainless steel weighing pans, adjustable levelling arrangement, and a full glass draft shield to minimize weighing errors caused by air currents. The robust construction and precision design make it ideal for laboratory experiments, density determination, and educational applications. <table><tr><th>Parameter</th><th>Technical Specifications</th></tr><tr><td>Product Name</td><td>: Analytical Balance</td></tr><tr><td>Type</td><td>: Mechanical / Physical Balance</td></tr><tr><td>Capacity</td><td>: Up to 200 g (Typical)</td></tr><tr><td>Sensitivity</td><td>: 0.1 mg to 1 mg</td></tr><tr><td>Accuracy</td><td>: High Precision</td></tr><tr><td>Weighing Pans</td><td>: Stainless Steel Dual Pans</td></tr><tr><td>Levelling System</td><td>: Adjustable Levelling Screws</td></tr><tr><td>Draft Protection</td><td>: Full Glass Draft Shield</td></tr><tr><td>Operation</td><td>: Manual Beam Balance</td></tr></table>	Parameter	Technical Specifications	Product Name	: Analytical Balance	Type	: Mechanical / Physical Balance	Capacity	: Up to 200 g (Typical)	Sensitivity	: 0.1 mg to 1 mg	Accuracy	: High Precision	Weighing Pans	: Stainless Steel Dual Pans	Levelling System	: Adjustable Levelling Screws	Draft Protection	: Full Glass Draft Shield	Operation	: Manual Beam Balance	4						
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Operation	: Manual Beam Balance																												

		Applications : Mass Measurement, Density Determination, Laboratory Experiments Usage Area : Schools, Colleges, Universities, Research Laboratories Features ✓ High precision weighing performance ✓ Durable wooden and metal construction ✓ Glass enclosure minimizes air-current errors ✓ Easy-to-read beam and pointer system ✓ Stable and vibration-resistant design ✓ Long service life with minimal maintenance ✓ Ideal for educational and laboratory applications																							
10	Hot Plates	HOT PLATE The Hot Plate is a reliable laboratory heating device designed for uniform heating of liquids, chemicals, and laboratory glassware. It is widely used in schools, colleges, research laboratories, pharmaceutical industries, and quality control laboratories. The unit features a heavy-duty powder-coated mild steel body, stainless steel heating surface, energy-efficient heating element, and variable temperature control for precise heating applications. Its compact and sturdy construction ensures safe and continuous laboratory operation. <table><tr><th>Parameter</th><th>Technical Specifications</th></tr><tr><td>Product Name</td><td>: Hot Plate</td></tr><tr><td>Hot Plate Dimension</td><td>: 8-Inch Dia</td></tr><tr><td>Top Plate Material</td><td>: 304 Grade Stainless Steel</td></tr><tr><td>Body Material</td><td>: Powder-Coated Mild Steel</td></tr><tr><td>Temperature Range</td><td>: Ambient to 350°C (Approx.)</td></tr><tr><td>Control Type</td><td>: Variable Heat Regulator</td></tr><tr><td>Power Supply</td><td>: 220–240V AC, 50Hz</td></tr><tr><td>Heating Element</td><td>: Nichrome Wire</td></tr><tr><td>Operation</td><td>: Manual</td></tr><tr><td>Application</td><td>: Laboratory Heating</td></tr></table> Features ✓ Heavy-duty mild steel body with powder-coated finish ✓ Stainless steel top heating plate ✓ Energy-efficient heating element ✓ Variable temperature control with rotary knob ✓ Indicator lamps for power and heating status ✓ Uniform heat distribution ✓ Compact and sturdy construction ✓ Suitable for continuous laboratory use	Parameter	Technical Specifications	Product Name	: Hot Plate	Hot Plate Dimension	: 8-Inch Dia	Top Plate Material	: 304 Grade Stainless Steel	Body Material	: Powder-Coated Mild Steel	Temperature Range	: Ambient to 350°C (Approx.)	Control Type	: Variable Heat Regulator	Power Supply	: 220–240V AC, 50Hz	Heating Element	: Nichrome Wire	Operation	: Manual	Application	: Laboratory Heating	4
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Application	: Laboratory Heating																								

PART – III

GUIDELINES/ PROCEDURE TO BE FOLLOWED

1. **Tender form and processing fee:-** Rs.1,000/- (Rupees one thousand only) towards cost of tender form and Rs. 2,000/- (Rupees Two Thousand only) towards tender processing fee separately in the form of Demand Draft/ Net Banking/ UPI in favour of The Registrar, Mahatma Gandhi University, Nalgonda from any Nationalized Bank payable at Nalgonda. The bank account details are as follows:
Name of the Account Holder: Registrar NUF Account
Number 62048583586
Bank & Branch : State Bank of India, Anneparthi Branch
IFSC : SBIN0021270
2. Tender fee once paid is neither refundable, transferable nor adjustable for other tenders.
3. **Submission of Bids:** - The bidders desire to participate in tender process shall submit their price bids in the standard formats prescribed in the Tender documents. The bidder should enclose all copies of all the relevant certificates, documents etc. The bidder shall sign on all the statements, documents, certificates enclosed to own the responsibility for their correctness/authenticity.
4. **Payment of Bid Security (Earnest Money Deposit):** - The EMD has to be paid on 2.5% of the total bid amount quoted in the commercial bid. The EMD shall be paid in the form of Demand Draft/ Net Banking/ UPI in favour of Registrar, Mahatma Gandhi University, Nalgonda from any Nationalized Bank payable at Nalgonda and handover it on or before closing date in the office of the Registrar, Mahatma Gandhi University, Nalgonda, details of bank account are furnished in the Para 1.
5. **Price Bid Opening:-** The Price Bids will be opened by the concerned officer /officers on the specified date & time. If any of the date earmarked for opening of technical or financial bids happens to be holiday, the bids will be opened on the very next working day.
6. **Processing of Tenders:-** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders.
7. **Rules for Financial participation of Tender process:-** The tender system would be applicable for purchase of goods and execution of work as prescribed in General Financial Rules.
8. **Clarification/Assistance:** - For any query/clarification please contact: 89859 28328.

Sd./-
REGISTRAR



**MAHATMA GANDHI UNIVERSITY
NALGONDA – 508254**

TERMS AND CONDITIONS

1. Procedure for submission of bids: -

- (i) The bidders to participate in tender process shall submit their Technical and Commercial bids in the standard formats prescribed in the Tender documents, The bidder should enclose the copies of all relevant certificates, documents etc. in tender document support of their bids. The bidder shall sign on all the statements, documents, certificates enclosed to own responsibility for their correctness/authenticity.
- (ii) The prices must be quoted in Indian Rupee only and it must be inclusive of all taxes and transport etc.

2. Technical Specifications / Terms & Conditions: -

- (i) The detail technical specifications, quantity required for items covered under each category are mentioned in Annexure-I.
- (ii) The specification issued with this tender form should not be altered by the Suppliers.
- (iii) The specification of the item quoted by the firm should be in conformity with the University specifications. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the University, the exact specification of such item should be attached with the tender indicating the item quoted. The bidder should not mention best quality/good quality/superior quality etc. but give make and brand of the item quoted.
- (iv) The bidder is required to attach the University specifications with catalogues & Design leaflets/literature for each item. Detailed features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet where the relevant information can be checked and the same should be properly indicated.

3. Cost of Bidding:-

- (i) The bidder shall bear all the costs associated with the preparation and submission of bids. The University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- (ii) The bidder is expected to examine all instructions, forms terms & conditions in the Bid documents, failure to furnish all information required by the bid documents or submission of bid not substantially responsive to the documents in every respect will be at the bidder risk and may result in the rejection.

4. Bid Validity: - Both Technical and Commercial bids shall remain valid for a period of six months from the date of order for supply & installation of equipment.

5. Quotation: - The quoted price should be mentioned inclusive of all taxes such as customs duty etc., but GST should be mentioned separately as given in the Price Bid format. The aggregate price quoted along with all taxes should not exceed the M.R.P. of the items. Revisions of rates are not allowed after the opening of tenders and the same rates are valid for a period of six months only. In case tenderer is not able to quote for one or more of the items invited for in the tender the word “NOT QUOTED” (in the rate column) should be indicated.

6. Earnest Money Deposit (EMD): - The EMD has to be paid on 2.5% of the total bid amount shown in the tender document. The EMD shall be paid in the form of Demand Draft/ Net Banking/ UPI in favour of Registrar, Mahatma Gandhi University, Nalgonda from any Nationalized Bank at Nalgonda and handover it on or before closing date in the office of the Registrar, Mahatma Gandhi University, Nalgonda, details of bank account are furnished in the Para 1.

7. Delivery Period and its extension: -

- (i) The minimum delivery period should be clearly mentioned against each item, in case, the items are not readily available; ex-stock offer will be preferred.
- (ii) The supplies shall have to be made within the mentioned in the date of purchase order issued. However, in exceptional circumstance and, on written request, from the supplier/ tenderer, extension of date for supply of the material may be considered. Extension in supply period is at the sole discretion of the competent authority. If the supplier fails to deliver any or all of the goods or to perform the services within delivery period including extension, if any, the purchaser shall without prejudice to its other remedies under the contract, as liquidated damages @ 1% per week on undelivered items. Once the maximum deduction of 9% is reached, the purchaser will terminate the contract and forfeit the performance security for undelivered goods.
- (iii) In exceptional circumstances, the purchaser may solicit the bidder's consent for an extension of the period of validity of 60 days. The request and the response thereto shall be made in writing. The validity of Performance Security provided shall also be suitably extended.
- (iv) If the supplier fails to deliver/install the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, Registrar, Mahatma Gandhi University, Nalgonda -508254 may without prejudice to the right of the purchaser may recover damages for breach of the contract.

8. Insurance of Consignment: -

Consignment will be insured at the cost of Tenderer/Supplier till satisfactory supply and installation of the equipment and not at the cost of University.

9. Submission of Bid: -

The Tenderers are required to enclose the photocopies of the following information/documents along with Technical/ Commercial bids with tender document.

- a. Copy of GST Registration Number.
- b. Proof of tax clearance for the last three financial years (2022-23, 2023-24 and 2024-25) GST / Annual Sales Tax Return, duly signed and stamped by Trade & Taxes Department of the concerned State.
- c. Copy of PAN/TAN/TIN.
- d. Copy of annual financial turnover (Trading A/c and Balance Sheet) for the last three years (2022-23, 2023-24 and 2024-25 duly audited by C.A.), minimum Annual Turnover Rupees 10 Lakhs.
- e. Copies/Proofs of tender form cost, processing fee and EMD submitted.
- f. Annexure –I-A duly filled-in and signed by the Bidder.
- g. Product Catalogue of respective items quoted, having items model number, its specifications, complete address of manufacturer etc.,
- h. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.

- i. Proof of at least 03 supply orders of similar equipment, like name of the equipment, order number, cost and date of supply etc. during the last Three (3) years to the Technical/Teaching/Research Institution of reputed high standard e.g. I.I.T/N.I.T/C.S.I.R and other Laboratories etc.,

10. Opening of Bids:-

- (i) The tender committee will scrutinize the technical bids in the first stage. The Commercial bids of only those bidders will be opened who fulfill the eligibility criteria and whose documents are found in order, on the date and time earmarked for submission of bids.
- (ii) If any of the date earmarked for opening of technical & commercial bids happens to be holiday, the bids will be opened on the very next working day.
- (iii) The bidder or their representative, who is present, shall have to sign on the minutes of bid opening document for evidencing their attendance.

11. Bid Rejection:-

- (i) The bid will be rejected outright in case of non-production of documents mentioned in condition no. 9.
 - a. Submission of any wrong information.
 - b. Non-submission of Printed Product Catalogue of respective items quoted, having items model number, its specifications, complete address of manufacturer etc.,
- (iii) The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and whose decision will be final.

13. Evaluation and Comparison of Bids: -

- (i) The purchaser's price evaluation of the bid will be as mentioned below: -
Unit rate of item inclusive of Excise Duty / CST / any other tax (including GST), if any.
- (ii) The bidder should quote the rate on the basis of the delivery at the purchaser site. No extra transportation charges, delivery charges, installation charges will be paid or considered.
- (iii) The purchaser will evaluate and compare the total bid price for each item, which have been determined to be substantially responsive as per the qualified criteria of bidder.
- (iv) The Competent Authority of the University does not bind himself/ herself to accept the lowest or any tender.
- (v) If the bidder has quoted longer delivery period than the stipulated as above in item No. „7“, an amount of 1% of the quoted price shall be added per week for the period beyond the stipulated period in the quoted price for the purpose of financial evaluation of tender.

14. Notification of Contract and Placement of Supply Order:-

- (i) Prior to the expiration of the period of bids validity, the purchaser will notify the successful bidders in writing that their bids have been accepted.
- (ii) The notification of award will constitute the formation of the contract.
- (iii) Upon the successful bidder's furnishing of Performance Security, the University will promptly notify each unsuccessful bidder and will discharge its EMD.

15. Inspection: -

- (i) The inspection of the goods shall be carried out to check whether the goods are in conformity with the technical specifications attached to the contract.
- (ii) The final inspection of the goods ordered shall be carried out by the technical expert committee duly constituted by the University.
- (iii) If the firm fails to supply items as per specifications mentioned in the contract within stipulated time, its performance security will be forfeited.

16. Change in quantity of equipment: -

The University reserves the right at the time of award of contract to increase or decrease the quantity of goods specified in the schedule of requirement without any change in price or other terms and conditions.

17. Payment: -

The payment will be made within 60 days after the successful demonstration/ installation of the equipment. Rejected items/goods should be removed within 30 days after which no responsibility will be lies with the University.

18. Performance of Product: -

- (i) Service manuals, wherever available/required, should be provided along-with the Equipment.
- (ii) A WARRANTY certificate should invariably be supplied along with the item at the time of delivery and the validity of the Warranty Certificate should be valid from the date of installation of the item for a minimum period of one year. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed beside rejection of the tender.
- (iii) The supplier warrants the goods supplied under the contract are new, unused and most recent. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design or materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods in the conditions at the University.

19. Cancellation of Contract: -

- (i) Demonstration of equipment has to be arranged by the suppliers, if desired by the University. Non-production of items for demonstration will result in rejection of the tender.
- (ii) If the Supplier, in the opinion of the University fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the University shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.
 - a. If the supplier fails to execute the supply order by the date specified in the order or within any extension thereof granted by the purchaser;
 - b. If the supplier fails to perform any other obligation under the contract;
 - c. If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practice in executing the contract; the purchaser may, without pre-judice to any other remedy for breach of contract, by written notice, terminate the contract in whole or in part.

20. Forfeiture of Bid Security: -

- a. The bid security will be forfeited, if the bidder withdraws its bid during the period of bid validity.
- b. In the case of successful bidder, if the bidder fails to sign the contract or fails to submit the performance security, the bid security will be forfeited.
- c. "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such an event may include but are not restricted to, acts of the purchaser, either in its sovereign or contractual capacity, wars or revolution, fire, floods, epidemics, quarantine restrictions and freight embargoes.

- d. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligation under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

23. Resolution of Dispute:-

- (i) The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the contract.
- (ii) Any dispute is subject to the jurisdiction of the Nalgonda, Telangana State Courts only.

CERTIFICATE OF ETHICAL PRACTICES

I/We assure the Institute that neither I/We nor any of my / our workers will do any act/s which is improper/illegal during the execution in case the tender is awarded to us. Neither I/We or anybody on my / our behalf will indulge in any corrupt activities/Practices in my / our dealing with the institute. I/We will have no conflict of interest in any of our works/contracts at the University.

Sd./-
REGISTRAR

Tender Cost: Rs. 1,000/-**Processing Fee: Rs. 2,000/-****TECHNICAL BID*****(To be submitted in a separate sealed cover)*****For supplying of Equipment to Mahatma Gandhi University Campus, Nalgonda - 508254**

1.	Name of Bidder Company/ Authorized Dealer with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration):																	
2.	Do you possess trade license issued by Competent Authorities? If so, please enclose a copy:																	
3.	Name of Proprietor / Director																	
4.	Furnish the following particulars of the Registered Office																	
	a. Complete Postal Address:																	
	b. Contact No(s):																	
	c. E-Mail Address:																	
5.	Authorization Certificate issued by the manufacturing company:																	
6.	GST No. (Attach Attested Copy)																	
7.	PAN No. (Attach Attested Copy)																	
8.	TIN No. (Attach Attested Copy)																	
9.																		
10.	Challan submitting of last three (2022-23, 2023-24 and 2024-25) GST / Annual Sales Tax Return, duly signed and stamped by Trade & Taxes Department of the concerned State. <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Annual Turnover (Rs.)</th> <th>Taxes Paid (Rs.)</th> <th>Remarks, if any</th> </tr> </thead> <tbody> <tr> <td>2022-23</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2024-25</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Financial Year	Annual Turnover (Rs.)	Taxes Paid (Rs.)	Remarks, if any	2022-23				2023-24				2024-25			
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2022-23																		
2023-24																		
2024-25																		

11. Give details of the major clients – Government Departments, PSUs, Research Organizations, Multinational Companies to whom furniture have been supplied by the bidder during the last three years in the following format. Copies of the Purchase Orders / Indents should be attached for proof.

Sl. No	Name& address of the Customers with details -	Name & quantity of the items supplied	Purchase Order/Indent No. & Date	Amount
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)

12. Are you a regular manufacturer or authorized dealer for the type of Equipment in this tender?
13. Please attach copies of supporting documents of annual turnover for the last three financial years (2022-23, 2023-24 & 2024-25).
14. Are you an ISO certified organization? If so, please attach a copy of the certificate.
15. Details of Earnest Money Deposit D.D. / P.O. No. & Date & Name of the Bank/UTR Number.
16. Please specify the minimum time required to supply the furniture from the date of receipt of the Purchase Order.
17. Additional information, if any (Attach separate sheet, if required)

REQUIRED SPECIFICATIONS OF THE EQUIPMENT

Sl. No. (1)	Type of Equipment With Quantity (2)	Specifications (3)	Conform/ Deviations (4)
01	EQUIPMENT	As per tender document	

NOTE: In column 4, for each item of furniture please write 'CONFORMS' if you are able to supply as per our specifications OR 'DEVIATION' if you are deviating from our specification. The specific deviation should invariably be recorded in column 5.

COMMERCIAL BID

S.No.	Name of the Item & Quantity	Specifications	Quoted Price for each Item	Total Amount
1.	EQUIPMENT	As per Tender Document	Basic Price: Taxes (all): Transportation: Misc. charges: Inclusive and Installation	

Note: Material and/or dimensional deviations if any should be clearly indicated. The Bidders are requested to quote for all the items and the contract will be awarded to the L1 vendor based on the Total amount.

CERTIFICATE OF ETHICAL PRACTICES

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute. I / We will have no conflict of interest in any of our works / contracts at the University.

Date:

Signature of the bidder