

**KANNUR UNIVERSITY**  
THAVAKKARA, CIVIL STATION P.O.,  
KANNUR, KERALA - 670002

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**NOTICE INVITING E-TENDER**

The Registrar, Kannur University invites e-tender(s) in **Two Bid System (Two cover)** for the Supply, Installation, Testing and Commissioning of **Motorized Theta-2-Theta Rotation stage with dual axis controller** at the Department of Physics, Swami Ananda Theertha Campus, Payyannur (under PM USHA scheme), from **original equipment manufacturers (OEMs) or authorized distributors/dealers** as per the technical specifications and schedule given below. The rate quoted should be inclusive of all taxes, installation charges and other charges. **The Registrar, Kannur University reserves the right to accept or reject the tenders without assigning any reason thereof.** The list of equipment/accessories proposed to be purchased, including its quantity and specifications are furnished in the schedule of items given below. Since this is an e-tender, only those bidders who have enrolled in the <http://etenders.kerala.gov.in> portal with their own Digital Signature Certificate (DSC) can participate in the tender. E-Tender document and other details can be obtained from the above e-portal.

**TENDER SCHEDULE**

Description of Work	Supply, Installation, Testing and Commissioning of Motorized Theta-2-Theta Rotation stage with dual axis controller
Tender I D	2025_KnrU_770629
Last date and time for online submission of e - Tender	28 .07.2025, 11.00 AM
Date and time of tender opening	31.07.2025, 03.00 PM
Tender fee (Including GST)	₹ 1062 (₹ 900 + ₹ 162 GST)
Earnest Money Deposit (EMD)	₹ 4500
Place of supply and installation	Department of Physics, Swami Ananda theertha Campus, Payyannur, Kannur, Kerala - 670327

For further details, logon to <http://etenders.kerala.gov.in>

**SPECIFICATION OF THE EQUIPMENT**

SI No.	Name of the equipment	Required quantity
1	Motorized Theta-2-Theta Rotation stage with dual axis controller	1

Description	Motorized Theta-2 Theta stage with Dual axis controller and software for stage control.
Absolute positioning accuracy:	Theta-1 : 0.1 degree Theta-2 : 0.1 degree
Repeatability	Theta-1 : 0.1 degree Theta-2 : 0.1 degree
Resolution	Theta-1 : 0.000625 degree Theta-2 : 0.000625 degree
Construction	Aluminium alloy
Finish	Black anodized
Travel	Theta-1 : 360 degree continues Theta-2 : 300 degree
Drive	Theta-1 : Stepper Motor Theta-2 : Stepper Motor
Mounting holes :	M6 tapped holes
Pay-Load	Theta-1 : 5 Kg Theta-2 Arm : 8 kg Fixed Arm : 5kg
Controller	Dual axis stepper motor controller with software for the above stage
Warranty	Minimum 12 months and the supplier should take the responsibility of the replacement of any defective parts/items during the warranty period.
Installation	The unit should be installed and demonstrated at the Department of Physics, Payyanur campus, Kannur University, free of charge.

## **Terms and Conditions**

1. The tender fee and EMD should be remitted online (SBI MOPS), as indicated on the e-tender website. The 18% GST on the tender fee must be remitted directly to the GST department by the bidder, and the receipt should be uploaded to the e-procurement portal.

Sl. No	Equipment	Tender Fee in Rupees (₹) (Inclusive of 18% GST)			EMD (₹)
		Excluding GST	GST (18 %)	Total (₹)	
1	<b>Motorized Theta-2-Theta Rotation stage with dual axis controller</b>	₹ 900	₹ 162	₹ 1062	₹ 4500

2. **All the MSMEs with Udyog Aadhar Registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the state of Kerala will be exempted from the payment of Tender Fee and EMD. Under MSME category, only Manufactures for Goods and Service Providers for Services are eligible for EMD/Tender fee exemption.**

3. Custom Clearance of the consignment including all the stages of custom clearance will be under the purview of supplier.

4. The tender should be submitted in two cover system (Technical bid & Financial bid). The bidders shall keep their rate firm for a period of **120 days**.

5. The successful bidder shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to **5 % of the value of the contract** by way of Demand Draft drawn in favour of the Finance Officer, Kannur University payable at SBI Kannur Branch or Kannur Branch of other Nationalized or Scheduled bank, **as performance security** for the satisfactory fulfilment of the contract.

6. The bidder should be registered company/firm. Certificate of incorporation/Company registration certificate/Memorandum and Articles of Associations/Valid GST registration certificate/Valid Income tax registration certificate/Valid Service tax registration certificate should uploaded / submitted along with the tender.

7. All bid/tender documents are to be submitted online only and in the designated cover(s)/envelope(s) on the website.

8. Profile of Bidder as per Annexure 1 shall be provided.

9. The bidder should have the responsibility to attend the first level service if any complaint report.

10. The earnest money deposit (EMD) of the unsuccessful bidders will be returned through ONLINE Transaction and the EMD of successful bidders will be discharged upon the bidder executing the contract and furnishing the security deposit that will have to be deposited for the satisfactory fulfilment of the contract.

11. Forfeiture of EMD:

(i) If any bidder withdraws from his tender before the expiry of the bid validity period specified **or**  
(ii) in case after being successful bidder, he/firm fails to sign the contract, and to furnish the performance security.

12. The bid shall contain detailed technical specifications, Brochures and pamphlets of the item/items quoted.

13. All the claimed specifications (make, model, year of manufacture, warranty etc.) should be mentioned in

the Brochure or Catalogue of the equipment.

14. All charges, taxes, duties and levies should be clearly indicated and the rate tendered should be inclusive of all taxes and other charges.
15. The installation, commissioning and the initial operation will be the responsibility of the supplier.
16. In case of under performance during the warranty period, the item should be replaced and the period of warranty will recommence from the date of replacement.
17. The payment will be made after completion of supply, installation and commissioning.
18. The final acceptance of the tenders rests entirely with the Kannur University who do not bind themselves to accept the lowest or any tender.
19. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful bidder shall also execute an agreement for the due fulfilment of the contract within the period to be specified in the letter of acceptance. In cases where a successful bidder, after having made partial supplies fails to fulfil the contracts in full, all or any of the materials not supplied may at the discretion of the Registrar, be purchased by means of another tender/quotation or by negotiation or from the next higher bidder who had offered to supply already and the loss, if any, caused to the University shall thereby together with such sums as may be fixed by the University towards damages be recovered from the defaulting bidder.
20. The bidder shall undertake to supply materials according to the standard sample and /or specifications.
21. No representation for enhancement of rates once accepted will be considered.
22. The prices quoted should be inclusive of all taxes, duties, cess etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
23. Special conditions, if any, of the bidders attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
24. The bidder should upload along with his tender **an agreement executed and signed in Kerala Stamp Paper of value Rs.200/- purchased in Kerala State. Tenders without the agreement in stamped paper will be rejected outright.** But in deserving cases where agreement has not been received, the Registrar may exercise his discretion and call upon such bidder to execute the agreement within a period of ten days from the date of issue of such intimation, if the Registrar is satisfied that the omission to forward the agreement along with the tender was due to causes beyond the control of the bidder and was not due to any negligence on his part. Agreement received from a bidder after the above time limit will not be considered. [Format of agreement appended].
25. The bidder shall quote their rate in the standard BOQ provided, indicating the break up details.
26. The provisions of Kerala Stores Purchase Manual are applicable to this Tender and further proceedings.
27. The University reserves all rights to accept or reject any or all the tenders without assigning any reason whatsoever at its discretion.
28. The bids shall be opened online at Kannur University on the date mentioned in Invitation Bid. If the date fixed for opening happens to be a holiday/due to net failure/ due to technical issue, the tenders will be opened on the next working day, at the same time.
29. Prices shall be quoted in Indian currency only.
30. Bidders must not be blacklisted by any Government or Public Sector Undertaking.

**GST No. of Kannur university : 32AAAGK0152J1ZT**

**DOCUMENTS TO BE SCANNED AND UPLOADED**

1. Bidder Profile (as per format mentioned in Annexure 1)
2. Bid Particulars (as per format mentioned in Annexure 2)
3. Scanned copy of valid registration certificate (GST) & PAN Card
4. Scanned copy of Preliminary Agreement in **Kerala Stamp Paper of Rs.200/-** (as per format mentioned in Annexure 3)
5. Scanned copy of relevant Brochure of the equipment including make & model and copy of its certifications like ISO certification.
6. Copy of GST payment receipt to **Kerala GST Department** (18% of tender fee). (MSME firms should upload MSME certificate/ UDYAM registration certificates).
7. Valid authorization certificate from OEM (in case of resellers)
8. Warranty certificate/ details

Sd /-  
Prof. (Dr.) Joby K Jose  
Registrar

**ANNEXURE 1**

**BIDDER PROFILE**

Sl.No.	Particulars	
<b>Details of bidder (Firm/Company)</b>		
1	Name	
2	address	
3	Telephone & Mobile Number	
4	Email & website	
<b>Details of Authorized Person</b>		
5	Name	
6	Address	
7	Telephone & Email	
<b>Information about the company</b>		
8	Status of Company (Public Ltd. / Pvt. Ltd)	
9	Details of Registration of Firm (Provide Ref.)	
10	Number of Professionals	
11	Location and address of offices (in India & overseas)	
12	Service Tax Registration Number	
13	Income Tax Registration Number(PAN)	
14	GST Registration Number	

**Signature of the Bidder**

**ANNEXURE 2**

**TECHNICAL BID (BID PARTICULARS)**

- 1. Tender Number :-----
- 2. Name of the Bidder :-----
- 3. Full Address of the Bidder :-----
- 4. Name of the actual signatory of the product(s) offered :-----
- 5. Bidder's proposal number and date :-----
- 6 . Name & Address of the officer to whom all references shall be made regarding the Tender :-----

Telephone :-----  
Mobile :-----  
E-mail :-----

Bidder Signature Name -----  
Designation -----  
Company -----  
Date -----

**ANNEXURE – 3**

**Preliminary Agreement**

Articles of Agreement executed on this the ..... day of .....  
..... between the **Registrar, Kannur University** (hereinafter referred to as “the University”) of the one part, and **Shri** ..... (name and address of the tenderer) (hereinafter referred to as “**the Bounden**”) of the other part.

**Whereas**, in response to the Notification No./ Reference No..... dated ....., the bounden has submitted to the University a tender for the supply of ....., as per specification therein and subject to the terms and conditions contained in the said tender;

**And whereas**, the bounden has also deposited with the University a sum of Rs.....as earnest money for execution of an agreement undertaking the due fulfilment of the contract in case his tender is accepted by the University;

**Now these presents witness** and it is hereby mutually agreed as follows:

1. In the event the tender submitted by the bounden is accepted by the University and the contract for ..... is awarded to the bounden, the bounden shall, within ..... days of acceptance of his tender, execute an agreement with the University incorporating all the terms and conditions under which the University accepts his tender.
2. If the bounden fails to execute the agreement as stated above, incorporating the terms and conditions governing the contract, the University shall have power and authority to recover from the bounden any loss or damage caused to the University by such breach, as may be determined by the University, by appropriating the earnest money deposited by the bounden. If the earnest money is found to be inadequate, the deficit amount may be recovered from the bounden and his properties, both movable and immovable, in the manner hereinafter contained.
3. All sums found due to the University under or by virtue of this agreement shall be recoverable from the bounden and his properties, movable and immovable, under the provisions of the Revenue Recovery Act for the time being in force, as though such sums are arrears of land revenue, and in such other manner as the University may deem fit.

**In witness whereof** Shri ..... (name and designation), for and on behalf of the University, and Shri. ....(the Bounden) have hereunto set their hands on the day and year shown against their respective signatures.

**Signed by Shri.** ..... **(date)** .....

**In the presence of witnesses:**

1. ....
2. ....