



भारतीय प्रौद्योगिकी संस्थान इंदौर

सिमरोल कैम्पस, खंडवा रोड, पी.ओ. सिमरोल,
इंदौर-453252, मध्य प्रदेश

Indian Institute of Technology Indore

Simrol Campus, Khandwa Road, P.O. Simrol,
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IIT Indore

Request for Quotation

ENQ. NO.: IITI(MM)/ME(PRJ)/1/1A/55/SKV/16-17

December 16, 2016 ,

Sub.: Request for Quotation of "Omni-directional mobile base/Platform with arm"

Last date of submission :

January 10, 2017, 3.00 PM

Date of Opening :

January 10, 2017, 3.30 PM

Dear Sir,

We are interested to buy the items mentioned for our Institutional Purpose. You are hereby requested to submit your valid and firm quote for supply, installation, commissioning, certification etc. as per the terms & conditions indicated herein below in respect of the following items sealed in **Single-bid**. Your quotation should be dropped in the Tender Box kept in the **IITI, Simrol Campus, Near Security Control Room in Workshop Building, Indore- 453552.**

Sl. #	Nomenclature/Description of the item	Qty.	Unit
01	Omni-directional mobile base/platform with arm Specifications: <ol style="list-style-type: none">Omni directional mobile base (both longitudinal and lateral translation motions, and heading angle motion) with motion feedback.Speed of the mobile base: 0.5 - 1.0 m/sSize of the mobile base (smaller than 600 mm * 400 mm * 200 mm) with on board PCManipulator arm (five to seven serial axes system) Servo/Stepper drive with joint feedbackwork envelope (minimum 0.4 cubic meters)end effector payload : 300 g to 1300 gGripper: two or three finger gripperThe system should be compatible with Robot Operating System and desktop computer (either Linux or Windows)Power supply 24 V and endurance is at least one hourThe system should be open research platform (compatible to code and control ourself) Total product weight should not exceed 50 kg (including mobile base and arm)	01	01

* Installation & Commissioning will be done by the Service Engineers of the company free of cost at site. One or more year warranty period is expected from the date of shipment. Training should be done on the day of installation

Instructions to Bidder (ITB):

एस.पी. होता / S.P. HOTA
उप कुलसचिव / Deputy Registrar
आई.आई.टी. इन्दौर / IIT Indore

Please Note:

You are requested to kindly go through the detailed **Terms & Conditions** mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes.

1. Please **mention the enquiry no. & due date** on the top of the Bid envelop.
2. Please submit copy of **your Income Tax Number and copies of PAN** with your offer.
3. The offer must be submitted in **Single bid** system.
4. **No Tender is to be handed over** to any of our staff/ any other person.
5. All tenders/quotations should be sent or deposited in the tender box at the following address: **Deputy Registrar (MM), IITI, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore-453252, only**
6. In case the due date of bid opening notified is declared as Holiday for the institute due to any reason/s, the next working day will be treated as the due date and the Bids will be opened at the same scheduled time on the next working day at declared venue.
7. Tenders/Quotations must be sent **sufficiently in advance** so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
8. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of **authorization certificate** should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
9. The **Bank/RTGS** detail must be submitted along with the quotations /Tenders on the letter head.
10. All communications related to this tender should be addressed to the undersigned only.
11. **Tenders/Quotation should be sent only by Speed Post or DTDC Courier.**

Terms & Conditions

The offer must comprise of the following failing which it will be treated as non-responsive hence rejected:

1. **Price:** The **basic price** must not be higher than price of the principal, if any additional accessories/Optional items are required in enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. Items need to be quoted per **Unit Price**, thereby totaling the net price at the end of the **Price Bid form**.
3. **Earnest money deposit** of **Rs. 89,000.00 (Rupees Eighty Nine Thousand Only)** to be submitted in the form of Demand Draft from any Nationalized Bank in favour of the **Registrar, IIT Indore** payable at Indore. **Bids received without EMD will be rejected.**
4. **Earnest Money Deposit (EMD / Bid Security (BS))** has to be submitted by bidders except those who are registered with
 - I.) Central Purchase Organization (CPO) i.e. DGS & D.
 - II.) National Small Industries Corporation (NSIC). However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. The NSIC should be valid for a period of six months (180 days) beyond the Bid validity.
 - III.) Concerned Ministry / Department.
5. No interest will be payable by the Purchaser on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them at the earliest. The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore
6. **EMD:** EMD of the Unsuccessful bidder/s will be returned/Refunded after the institute takes final decision to award the contract.
7. **Performance Bank Guarantee:** The firm has to submit a performance security of 10% of the total order value to be submitted from an Indian Scheduled Bank before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 2 months

beyond the warranty period. No interest will be payable by the Purchaser on the Performance Security deposited. In case supplier fails to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.

8. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer as Annexure-I & II.
9. **Taxes and Levies:** Taxes as applicable should be mentioned clearly in Percentage (%) and in exact Figure. If No Tax is mentioned it will be presumed that the Price is Inclusive and the Bidder is responsible for all Tax related Compliances. Statutory Levies will be accepted on production of valid documents.
10. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
11. **Overhead Charges:** The quoted price (final offer) must be F.O.R. - IIT Indore, Indore including all overheads such as Packing, Forwarding, Loading/Unloading, Transporting, Postage/Courier, Octroi, Freight, Insurance etc. with detail break-up.
12. **Additional Charges if any,** for Installation, Commissioning, Certification, Extended Warranty any other charge(s) must be mentioned clearly.
13. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.
14. **Concession/Exemptions:** As per Govt. Notification No. 10/97-CE dt 01.03.97, IIT's is exempted from payment of Excise duty. We shall provide all the documents under this notification to enable you to clear the goods without payment of Excise duty, wherever required. Please state clearly that this Certificate is required.
15. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for **60 (Sixty) days** from the last date of submission of quotations.
16. **Delivery Terms:** Our standard Delivery Terms is FOR, IIT, Indore destination Campus. Rates should be quoted accordingly.
17. **Delivery Schedule:** Items should be delivered only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm.
18. **Place of Delivery:** IIT Indore, Simrol Campus Khandwa Road Indore-453552
19. **Receipt of Goods:** The items ordered should be delivered at appropriate place in Good condition and with proper package. The Items would be weighed, counted and measured, if required to confirm the accuracy and a provisional acknowledgement will be given.
20. **Terms of Acceptance:** The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, installation & commissioning, Inspection, demonstration, Training schedule etc.
21. **Specification and Make:** Quotation should confirm the exact specification and make, Model, if any shown in the enquiry against Sl. No. of the item. In the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached.
22. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
23. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage



consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.

24. **Payment:** Payment will be released through wire transfer/bank RTGS transfer after arrival, testing, inspection, installation of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challans(s), warranty certificate, bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc. to the Deputy Registrar (MM), IIT Indore. The payment will be released within 30 days after receiving of the bills as mentioned above and from the date of received, tested/inspected/commissioned and found satisfactory with regard to quality, quantity and specifications ordered. In case of import, the payment term may be 100% through Letter of Credit (LC)/Wire Transfer - 80% against dispatch documents and balance 20% after successful delivery & installation.
25. **Guarantee/ Warranty:** The equipment should be guaranteed On site (in situ) against any manufacturing defect for a period of at least **02 to 03 years** by OEM from the date of final acceptance.
26. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises. In case the Part or equipment is to be taken out of IITI, the Supplier has to furnish an undertaking and also take it at their own cost and Risk.
27. **Liquidated Damages:** As Time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IITI Higher authority. In case of delay in installation and Commissioning, Inspection, Certification etc also the same rate of penalty shall be leviable.
28. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
29. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
30. For any dispute, the place of jurisdiction shall be Indore, India only.

Yours' faithfully


Deputy Registrar (MM)

एस.पी. होता / S.P. HOTA
उप कुलसचिव / Deputy Registrar
आई.आई.टी. इन्दौर / IIT Indore

PRICE SUBMISSION FORM (to be utilized by the bidders for Indigenous quotes)

Reference No.: IIT1(MM)/ME(PRJ)/1/1A/55/SKV/16-17

December 16, 2016 ,

Name of the Company/ Firm M/S.-----

	DESCRIPTION	Price per Unit INR
Price	Basic Price of the item	
Taxes	Sales Tax applicable (in Percentage)	
	Service Tax if applicable	
Service Charge	Service Charge	
Overheads	Transport Charge	
	Packing and Forwarding	
	Delivery charges if extra(Loading/ Unloading)	
	Documentation Charges, if applicable	
Installation etc.	Installation Charges	
	Commissioning Charges	
	Inspection Charges	
Other charges if any		
	Total Landing Price to IIT-Indore (in Figures)	
Total Price in Words		

Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.

Signature of the Authorised person with seal and date

एस.पी. होला / S.P. HOTA
उप कुलसचिव / Deputy Registrar
आई.आई.टी. इन्दौर / IIT Indore



ANNEXURE- II

PRICE SUBMISSION FORM (to be utilized by the bidders for Import quotes)

File No- IITI(MM)/ME(PRJ)/1/1A/55/SKV/16-17

December 16, 2016 ,

Name of the Company/ Firm M/S.-----

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	DESCRIPTION	Price per Unit
Price	Basic Price of the item	
Taxes	Ex-works	
	Packing & forwarding charges	
	FCA /FOB	
Overheads	Insurance + Freight Charges	
	CIP & CIF	
	Concessional Custom duty Custom duty Exemption certificate will be issued by IIT Indore.	
	Clearance & Transportation charges	
	Total cost	
Installation etc.	Installation & Commissioning Charges	
Other charges if any		
Total Landing Price to IIT-Indore (in Figures)		
Total Price in Words		

Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.

Signature of the Authorised person with seal and date



