

भारतीय प्रौद्योगिकी संस्थान इंदौर
INDIAN INSTITUTE OF TECHNOLOGY INDORE



निविदा आमंत्रण/पूछताछ(द्वि-निविदा प्रणाली)
TENDER ENQUIRY(Two-Bid System)

पूछताछक्रमांक/ENQUIRY No. IITI(MM)/EE(PRJ)/1/1C/90/SMU/2016-2017

दिनांक/ DATE: December 20, 2016

खरीद के लिए/ Procurement of: Current-Voltage Measurement System and
Capacitance-Voltage Measurement System

Materials Management Section
IIT Indore

Simrol Campus, Khandwa Road, Indore- 453552

www.iiti.ac.in

Tel.: 0731- 2438949/958

Email : mms@iiti.ac.in

INDEX

<u>Chapter</u>	<u>Content</u>	<u>Page No.</u>
1	Instructions to Bidders	03
2	Terms & conditions of Contract	04-06
3	Schedule of Requirements	07
4	Specifications and allied technical details	08
5	Price Submission Form	09-10
6	Contract Form	11
7	Other forms	12-13

CHAPTER 1 **Instructions to Bidders**

IIT Indore is an Institute of national importance established by an Act of Parliament of India.

Original Equipment Manufacturer (OEM) or/ the authorized firms are invited to submit their quotation in a Two Bid System (a) Techno-Commercial bid (Part-1) consisting of all technical details along with commercial terms and conditions, and (b) Price bid (Part-2) indicating item-wise price for the items mentioned in the technical bid.

INSTRUCTIONS

1. Enquiry no. and tender submission deadline must be clearly mentioned on the top of the envelope.
2. Please submit copy of your Income Tax Number and copy of PAN with the offer.
3. The offer must be submitted in **Two-Bids**. Tender should be sent or deposited in the tender box at the following address: The Deputy Registrar (MM) IIT Indore at Simrol, Khandwa Road, Indore only. No Tender is to be handed over to any staff members personally. All tenders/quotations should be sent to the following address: **Deputy Registrar (MM), IITI, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore- 453 552, M.P. only. Kindly sent quotation through SPEEDPOST not through Courier.** Quotations through Email/Fax will not be accepted.
4. Tenders/Quotations must be sent **sufficiently in advance** so that it reaches on or before the submission deadline. Quotation received after the submission deadline will not be considered.
5. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
6. The firm quoting for items as per this tender/enquiry should be the authorized dealer of the manufacturer. Copy of **authorization certificate** with validity till 31/3/2017 should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
7. The **Bank/RTGS** details on the firm letter head must be submitted along with the quotations /Tenders. A copy of the cancelled cheque should also be attached.
8. Duly signed and sealed (on all pages) tender documents must be attached with the quotation.

EMD must be attached to the Techno-Commercial Bid Only and NOT to the Price Bid. Bids received without EMD will be rejected.

Note – Non-compliance of the above may disqualify your offer for consideration.

Yours sincerely,

Dy. Registrar (MM)

CHAPTER 2

Terms and conditions of Contract

Terms & Conditions

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

1. The bids under Two Bid System will consist of two parts as following details: a) Techno-Commercial bid (Part 1) consisting of all technical details along with Commercial terms and conditions and EMD (Earnest Money Deposit), in the form of Demand Draft issued from any Indian Scheduled bank in favour of "Registrar, IIT Indore" and payable at "Indore", and b) Price bid (Part 2) indicating item wise price for the items mentioned in technical bid. In stage-one, only the Techno-Commercial (Part 1) shall be opened and evaluated. In stage-two, the Price bids (Part 2) of only the technically acceptable offers will be opened, for further evaluation.
2. Sealing and Marking of Bids:
 - a) The Techno-Commercial bid (Part 1) " should be sealed in a separate envelope (ENVELOPE-ONE) with EMD in the form Demand Draft, duly super-scribed as "Techno-Commercial Bid (Part 1) along with Enquiry No. and Submission Deadline".
 - b) The Price bid (Part 2) "should be sealed in separate envelopes (ENVELOPE-TWO), duly super-scribed as "Price Bid (Part 2) along with Enquiry No. and Submission Deadline.
 - c) These TWO separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-THREE), which should also be sealed.
 - d) Each of these THREE envelopes MUST be super-scribed with the enquiry number and due date.
3. The quotation(s) must be neatly typed/computer printed. **Hand written offer will be rejected.** Quotation(s) must carry the numbers of sales tax / VAT / TIN invariably on the top. Quotation must be in sealed envelope.
4. The basic price must not be higher than price of the principal, If any additional accessories required, as per enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
5. **Bid Security or Earnest Money Deposit (EMD):-** EMD, if required (as mentioned in the Chapter-3 of this document), must be submitted in the form of **Demand Draft issued from any Nationalized/Scheduled Bank in favour of Registrar, IIT Indore payable at Indore** with the bid. Bid received without EMD, if required, bid will be rejected. No interest will be payable by the Purchaser (IIT Indore) on the Bid Security or Earnest Money Deposit. The earnest money of all the unsuccessful bidders/tenderers will be returned to the respective bidders. The Earnest Money of successful bidder shall be returned on receipt of Performance Security as mentioned in the **clause-4** of this chapter. 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. EMD is to be obtained from the bidder except those who are registered with National Small Industries Corporation.
6. **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.
7. **Performance Security/ Performance Bank Guarantee (PBG):-** The successful firm, on whom order will be placed, has to submit a performance security of 10% of the total order value to be submitted before release of final payment and after successful installation and commissioning of the equipment in the form

of bank guarantee valid for 02 months beyond the warranty period to cover the warranty. Performance security has to be submitted in the form of Bank Guarantee/Demand Draft from any Nationalized/Scheduled Bank in favour of the Registrar, IIT Indore. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the supplier including warranty obligations. No interest will be payable by the Purchaser (IIT Indore) 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. The percentage of taxes must be either inclusive/extra in exact figure (should not be written “**as applicable**”) against Concessional Sales Tax Certificate not against ‘C/D’ form along with CST, JST/VAT/TIN No.(s)
9. Authorization Dealer Certificate of Principal should be submitted with the quotation.
10. The exact days of delivery period, installation & commissioning schedule should be clearly mentioned.
11. The exact figure of percentage of discount offered should be clearly mentioned.
12. The quoted price (final offer) must be F.O.R.D. i.e. IIT Indore, including Packing & Forwarding, Freight, and Insurance etc. with detailed break-up.
13. Packing, Forwarding, Transporting, Postage/Courier, Octroi, Freight, Insurance, any certificate(s), Extra Warranty, Installation, Commissioning, any levy, and any other charge must be mentioned clearly.
14. **Specification and Make:-** Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item. If 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.

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.

15. **Taxes:- Concession/Exemptions:** IITI is exempted from payment of Excise Duty. We shall provide all the documents to enable you to clear the goods without payment of Excise Duty, wherever required.
IIT-I being an academic institute is entitled for payment of Concessional Customs Duty on import of Scientific Instruments for Academic and Research purposes in terms of Govt. Notification No. 51/96 dated 23.07.1996 and Central Excise Duty Exemption in terms of Govt. Notification No.10/97-Central Excise Dated 01.03.1997 as amended from time to time. Presently this is valid till 31.08.2021 vide Order No. TU/V/RG-CDE(1145)/2016 Dt.26/08/2016 issued from DSIR-Min. of Sc& Tech; Govt. of India.. Please state clearly that this Certificate is required.
16. **Imported Items:** - Quotations for imported items on forward delivery basis against our Import License should be on the basis of Ex-works basis or FOR destination basis of the country of origin.
17. Delivery: Free delivery at IIT Indore in case of indigenous orders. In case of imported offers standard Inco-terms shall be applicable. **The bidders must quote both in FOB/FCA and CIP/CIF value for deciding the mode of shipment** in case of Import.
18. **Validity Period:-** The validity period of the offer should be clearly specified. It should be at least for **60 days** from the submission deadline.
19. **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 Assistant Registrar, 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.

20. **Guarantee/ Warranty:** - The equipment should be covered comprehensive on site warranty against any manufacturing defect for a period of at least 12 months or as per OEM from the date of successful installation and acceptance. 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/repared free of cost at our premises. Warranty certificate should be submitted with the bill(s).
21. **Liquidated Damages:-** As Time is the essence of an 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% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of , IITI. In case of delay in installation the same rate of penalty shall be leviable.
22. All communications are to be addressed to the Deputy Registrar, IIT Indore.
23. IIT Indore reserves the right to accept or reject or cancel any or all enquiries or quotation(s) or purchase order(s) at any stage without assigning any reason thereof.
24. For any dispute, the place of jurisdiction shall be Indore (India) only.
25. It will be the sole responsibility of the firm that quotation should reach on or before the submission deadline
26. **Governing Law:**The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.

For IIT Indore

CHAPTER 3
Schedule of Requirements

<u>Description</u>	<u>Details</u>
Bid submission deadline	January 3, 2016 by 3.00 pm
Date of opening of the Technical Bid	January 3, 2016 by 3.30 pm
Bid Security/ Earnest Money Deposit (EMD) Amount	Rs. 80,000.00 (Rupees Eighty Thousand Only) <i>EMD should be submitted in the form of Demand Draft issued from any Nationalized/ Scheduled Bank in favour of Registrar, IIT Indore payable at Indore</i>
Performance Security/ Performance Bank Guarantee (PBG)	<i>Should be submitted in the form of Bank Guarantee issued from any Nationalized/ Scheduled Bank in favour of Registrar, IIT Indore)</i>
Delivery Period and Installation	It should be within 3-4 weeks from the date of purchase order.

CHAPTER 4
Specifications and allied technical details

Sl. No.	Item/Qty.	Technical Specification	Compliance (Yes/No)
1.	01	Current-Voltage Measurement System and Capacitance-Voltage Measurement System (Model Number : 4200A-SCS-PK2) Keithley Make 4200-SCS Mainframe Bundle with (2) 4200-SMU: (1) 4200 -PA:(1) 4210CVU : (1) 8101-PIV	

CHAPTER 5
PRICE SUBMISSION FORM (to be utilized by the bidders for quoting their prices)
(Indigenous Quote)

IIT-Indore Tender Reference No. : **IITI(MM)/EE(PRJ)/1/1C/90/SMU/2016-2017**
 Date: -

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

	DESCRIPTION	Price per Unit in INR
Price	Basic Price of the item	
Taxes	Sales Tax applicable (in Percentage)	
	Service Tax if applicable	
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

(Import Quote)**PRICE SUBMISSION FORM (to be utilized by the bidders for quoting their prices)**IIT-Indore Tender Reference No. : **IITI(MM)/EE(PRJ)/1/1C/90/SMU/2016-2017**

Date: -

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

	DESCRIPTION	Price per Unit
Price	Basic Price of the item	
Taxes	Ex-works	
	Packing & forwarding charges	
	FAC /FOB	
Overheads	Insurance + Freight Charges	
	CIP & CIF	
	Concessional Custom duty Custom duty Exemption certificate will be issued by IIT Indore.	
	Clearance charges	
	Total cost	
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**

CHAPTER 6
Contract Form

With reference to the enquiry no. _____
dated _____ of IIT Indore for the item _____,
we (firms name) _____ accept all the terms
and conditions and accordingly hereby submit our quotation no.
_____ dated _____.

We hereby declare that all statements/details made in this tender/quotation are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or we do not satisfy any of the stated criteria, our offer is liable to be cancelled automatically and IIT Indore may take an action against this firm for such false information including legal action.

Signature:

Name:

Designation:

Firm's Name:

Seal:

CHAPTER 7
Form 7.1- Checklist

1. Duly sealed and signed (on all pages) of the tender document.	
2. Demand draft of Rs. _____ is attached for EMD, if asked for	
3. Form No. 7.2 is attached	
4. Details of PAN, TIN, Service Tax Registration No. is attached	
5. Authorization letter from manufacturer is attached	
6. Bank account details is attached	
7. Complete contact details (Name, Postal address, E-mail address, phone no. mobile no.) is provided	
8. Price Submission Form as per Chapter- 5 is attached	
9. Complete technical details with broucher of the item is attached	
10. If order has to be placed to bidder's principal (Foreign Firm) then authorization letter of the principal and price catalogue of the item is attached	

Form No.: 7.2

1. BID SECURITY/ EARNEST MONEY DEPOSIT: DD NO. _____ DATE: _____
AMOUNT: _____
2. TAX: _____
3. PRICE FOR: _____
4. WARRANTY: _____
5. DELIVERY PERIOD: _____
6. DELIVERY MODE: _____
7. VALIDITY OF QUOTATION: 60 days from the date of quotation
8. INSTALLATION, COMMISSIONING & TRAINING: FREE OF COST
9. FREIGHT CHARGES: _____
10. PAYMENT TERMS: FULL PAYMENT WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF MATERIAL, SATISFACTORY INSTALLATION AND ACCEPTANCE OF THE MATERIAL BY THE USER.
11. PRICE TO BE QUOTED IN THE ATTACHED PROFORMA ONLY.
12. OTHER CHARGES : _____

ALL THE ABOVE MENTIONED TERMS & CONDITIONS ARE ACCEPTED BY US AND PROFORMA IS SUBMITTED FOR CONSIDERATION.

SIGNATURE & SEAL OF THE FIRM