



भारतीय प्रौद्योगिकी संस्थान इन्दौर  
सिमरोल, खंडवा रोड, इन्दौर, भारत, पिन - 453 552

Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore, India, PIN - 453 552

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IIT Indore

**Request for Quotation**

RFQ NO.: IITI(MM)/MEMS(PRJ)/1/1F/186/SKL/2017-2018

February 15, 2018

Sub.: Request for Quotation of Glove Box

Last date of submission: March 06, 2018, 3.00 PM

Date of Opening : March 06, 2018, 3.30 PM

Dear Sir,

It is proposed to buy the items mentioned below for our Institutional purpose. Accordingly, 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 basis. Your quotation should be dropped in the Tender Box kept in the IITI, Simrol Campus, Workshop Building, Indore- 453552, M.P. only. The bids should be submitted by SPEEDPOST and not by Courier.

| Sl.No. | Item with specifications   | Quantity | Compliance Yes/No |
|--------|--|----------|-------------------|
|        | <p><b><u>Glove-Box Specification</u></b><br/><b>Glove Box Chamber:</b><br/>Case material: <b>Stainless steel with at least 2.5 mm thickness</b><br/>Size: <b>850 x 850 x 850 (in mm) (minimum)</b><br/>window: <b>Safety clear glass</b><br/>Valve: <b>1 for Ar gas (minimum)</b><br/>Lamp: <b>Fluorescent lighting system for clear visibility</b><br/>Outlet: <b>Double outlet for each Gloves: 2 each 8 inch Neoprene</b></p> <p><b>Airlock Chambers:</b><br/><b>Antechamber:</b><br/>Material: <b>Stainless steel</b><br/>Size: <b>Dia 350 mm and Length: 400 mm (minimum)</b><br/><b>Gas Valve with Pressure gauge</b></p> <p><b>Mini Antechamber:</b><br/>Size: <b>150 mm Diameter and 300 mm length (minimum)</b><br/>Tray: <b>Sliding tray for loading and unloading</b></p> <p><b>Electric Points:</b><br/><b>3 in number of 5 amperes inside the chamber</b><br/>Feed through: <b>2 in number with KF 40 Flanges</b></p> |          |                   |

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

|   |   |  |  |
|---|---|--|--|
|   | <p><b>Control system:</b><br/>Purge and Evacuation systems: <b>Fully Automatic with TWO stage foot switch</b></p> <p>Pressure Controller: <b>Automatic pressure release control with safety release valve and display</b></p> <p>PLC controlled operating system with display of pressure</p> <p>Moisture trap: <b>Tubular moisture trap at gas inlet point.</b></p> <p>Vacuum pump: <b>250 litres/hr vacuum pump.</b></p> <p>Working gas: <b>Argon</b></p> <p><b>Specific Requirements:</b> Glove-box <b>MUST</b> be designed to attach<br/>(a) <b>Re-generative purifier system,</b><br/>(b) <b>Moisture sensor, and</b><br/>(c) <b>Oxygen sensor at later stage.</b><br/>Please quote the prices of (a)-(c) as optional accessories.</p> |  |  |
| <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Delivery to be done within 45 days from the date of order</b></li> <li>• <b>Installation &amp; Demonstration should be done by the supplier as a scope of supply.</b></li> <li>• <b>Firm will impart training to staff &amp; students</b></li> <li>• <b>Warranty- One year on-site warranty</b></li> <li>• <b>Delivery period; within 45 days from the date of order</b></li> </ul> |   |  |  |

**Instructions to Bidder (ITB):**

**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 envelope.
2. Please submit copy of **your Income Tax Number, GST and copy of PAN** with your offer.
3. The offer must be submitted in **Two- 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), IIT, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore-453552, M.P. only.** Kindly sent quotation through SPEEDPOST not through Courier.
6. 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.
7. **Original Equipment Manufacturers (OEM)** can submit the bid for the items either directly as bidder/vendor or through their authorized distributor/agent against the tender. However the OEM and their Authorized Distributor/Agents cannot quote for same item together.
8. If the firm quoting is 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. For any information related to this NIT, the bidder may contact via email- [pooja@iiti.ac.in](mailto:pooja@iiti.ac.in)/[mms@iiti.ac.in](mailto:mms@iiti.ac.in) or Tel. no. 07324-306958/949.

11. All communications related to this tender should be addressed to the undersigned only.

**Proof of EMD submission 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.

### **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. **Price Bid format:** Please fill up the relevant formats enclosed as **Annexure-I & II**.
4. **Opening of Tenders:** The firm shall be at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on behalf of the firm should be indicated in the tender. Please also state the name and address of firm's permanent representative, if any. Generally, the techno-commercial offer will be opened on the day specified for opening.
5. **Please Note:** If the Last day and time of submission of the bid is declared a closed holiday for the institute or a Public Holiday by Govt. declaration, the offer shall remain open for acceptance till the next working day upto the same time.
6. Similarly, if the day and time of Tender Opening scheduled is declared a closed holiday for the institute or a Public Holiday by Govt. declaration, the bids will be opened on the next working day at same time.
7. **GST:** (CGST/SGST/ IGST) as applicable should be mentioned clearly in Percentage (%) and in exact Figure. If Not 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
8. **The institute shall not be responsible for any kind of late/wrong delivery of tender. Bidder must ensure bid reaches to the correct person on time.**
9. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
10. **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.

11. **Additional Charges if any**, for Installation, Commissioning, Certification, Extended Warranty any other charge(s) must be mentioned clearly.
12. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.
13. **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.25/04/2017 issued from DSIR-Min. of Sc & Tech; Govt. of India.. Please state clearly that this Certificate is required.
- The GST certificate as per GST Notification No. 47/2017-Integrated Tax & 45/2017 dated 14/11/2017 will be issued by IITI.**
14. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for **180 days** from the last date of submission of quotations.
15. **Delivery Terms:** Our standard Delivery Terms is FOR, IIT, Indore destination Campus. Rates should be quoted accordingly.
16. **Delivery Schedule:** Delivery within 45 days from the date of order. Items should be delivered only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm.
17. **Place of Delivery:** IIT, Khandwa Road, Simrol, Indore- 453552
18. **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.
19. **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.
20. **Inspection:** Before dispatch the materials, the Vendor will give sufficient advance notice of the date in writing on which the goods will be ready for inspection. The Vendor also shall provide the purchaser all necessary facilities for pre-dispatch inspection. If due to any reasons, it is not possible on the part of the purchaser to visit the plant/ site of the Vendor for inspection of the items, the Vendor shall share the detailed schematic diagram, pictures of item and the details as required by the IITI.
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 Onsite (in situ) against any manufacturing defect for a period of at least 01 year by OEM from the date of installation and final acceptance.
26. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.
27. IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
28. 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.
29. IITI reserves the right to modify/alter/Insertion or deletion on any part of the tender document /NIT to ensure fulfillment of its material & service requirement at any stage.
30. **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. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.
31. **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.

32. Tender document submitted by the firm/service provider should be serial numbered and the same should be referred above. The total pages of the bid should be mentioned at the first page of the bid. All the pages of the tender document/NIT should be signed by the firm towards acceptance of the terms & condition of the NIT.
33. 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.
34. For any dispute, the place of jurisdiction shall be Indore, India only.

### **OTHER CONDITIONS FOR PRICE BIDS**

1. No unilateral revision in price will be admissible.
2. INCOTERMS (in case of imported item) should be clearly mentioned on the bid
3. Rates should be quoted in the accounting units (A/U) mentioned in this enquiry. Rates must be quoted clearly on free delivery basis at IIT Indore and total value is also indicated in words.
4. Any optional indicated in techno-commercial bids must be priced separately.
5. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
6. **The price must be stated for each item separately.** The percentage of reduction, in the unit price should also be quoted, should an order to that extent be placed with you.

Yours' faithfully,

  
Deputy Registrar (MM)

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

**ANNEXURE- I**  
**PRICE BID SUBMISSION FORM**  
**(to be utilized by the bidders for INDIGENOUS QUOTES)**


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

| Details   | DESCRIPTION   | Price per Unit in INR |
|---|---|-----------------------|
| Price   | Basic Price of the item   |                       |
| Taxes   | CGST/SGST/ IGST (in Percentage)                                 |                       |
| Service Charge  | Service Charge, 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  |                       |
| AMC   | AMC Charges to be quoted per annum for beyond standard warranty |                       |
| Other charges if any  |   |                       |
| <b>Total Landing Price to IIT-Indore<br/>(in Figures)</b>                           |   |                       |
| <b>Total Price<br/>(in Words)</b>   |   |                       |
| <b>Kindly quote the GST applicable on Basic Price and on other charges, if any.</b> |   |                       |

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

Note: Separate list should be attached where required in the same format giving details of each item and cost. However, total cost must be mentioned in the above column.

Signature of the Authorised person with seal and date

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

(FORM TO BE SUBMITTED ON FIRMS LETTER HEAD)


**ANNEXURE- II**  
**PRICE SUBMISSION FORM**  
**(to be utilized by the bidders for IMPORT QUOTES)**

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

| Details   | DESCRIPTION   | Price per Unit |
|---|---|----------------|
| Price   | Basic Price of the item   |                |
| INCOTERMS   | EXW   |                |
|   | Packing & forwarding charges  |                |
|   | FCA /FOB  |                |
| Overheads   | Insurance + Freight Charges   |                |
| INCOTERMS   | CIP & CIF   |                |
| CD & Clearance  | Concessional Custom duty<br>Custom duty Exemption certificate will be issued by IIT Indore. |                |
|   | Clearance & Transportation charges  |                |
|   | Total cost FORD   |                |
| Installation etc.   | Installation & Commissioning Charges  |                |
| AMC   | AMC Charges to be quoted per annum for beyond standard warranty                             |                |
| Other charges if any                                      |   |                |
| <b>Total Landing Price to IIT-Indore<br/>(in Figures)</b> |   |                |
| <b>Total Price in Words</b>                               |   |                |

*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.होता/S. P. HOTA  
उप कुलसचिव/Deputy Registrar  
आई. आई. टी., इन्दौर/IIT Indore